



Please note the following:

- One (1) form is required per event
- An event which takes place over multiple consecutive days is considered one event
- One (1) form may be submitted for multiple dates of the same event type

Requestor Info	
Full Name: Requestor Name	CSUSM Email: Requestor Email
Department: Department of Communication (COMM)	

Hospitality/Event Info	
Description/Title of Event or Program: On-Campus interviews for Tenure Track Faculty Search	
Please explain the business purpose of this expense and the benefit to the CSU: Business purpose and benefit to the University	
Event Start Date: 03/01/2023	Event End Date: 03/08/2023
Location/Venue of Event: Classrooms & conference rooms on campus; restaurant in local area	

Attendee or Recipient Type (Please check all that apply)	
<input type="checkbox"/> Donor	<input type="checkbox"/> Spouse or Domestic Partner
<input checked="" type="checkbox"/> Faculty, State and Auxiliary Staff, Student Assistants	<input type="checkbox"/> Student
<input type="checkbox"/> Official Guests	<input type="checkbox"/> Student Athlete
<input type="checkbox"/> Research Participant	<input type="checkbox"/> Other

Will there be Food and Beverage at this event? Yes

Please include backup documentation that includes the per person calculation for every meal.



Will there be Alcoholic Beverages at this event? No

Are gift cards part of the event? No

Hospitality Categories and Funding Information (Please check all that apply)	
<input type="checkbox"/> Awards and Service Recognition	<input type="checkbox"/> Memberships in Social Organizations (Auxiliary funding only)
<input type="checkbox"/> Bereavement Gift Expenditures	<input type="checkbox"/> Participation Incentives – Research funded survey/study or student participation in events
<input type="checkbox"/> Community Relations	<input type="checkbox"/> Participation Incentives – other (Auxiliary funding only)
<input type="checkbox"/> Donor Gifts	<input type="checkbox"/> Professional Conference, Meeting, or Reception
<input checked="" type="checkbox"/> Employee Business Meetings	<input type="checkbox"/> Promotional Items
<input type="checkbox"/> Employee Morale and Recognition	<input type="checkbox"/> Recreational and Sporting Events (Athletics only)
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Student Recruitment, Engagement, or Recognition

Chartfield Information						
Number of Chartfields: 2		**If you have more than 3 Categories and/or Chartfields, please attach Excel file.				
1. Payment Method: ProCard (Must be allowed per ProCard guidelines)						
	Fund	Dept	Program	Class	Project	Amount
	00000	0000				\$ 535.00
Vendor(s): Sodexo						
2. Payment Method: Direct Pay (Must be allowed per Direct Pay guidelines)						
	Fund	Dept	Program	Class	Project	Amount
	00000	1015				\$ 570
Vendor(s): Buona Forchetta San Marcos						
3. Payment Method:						
	Fund	Dept	Program	Class	Project	Amount
						\$
Vendor(s):						
Hospitality Expenses Estimate: \$						1105

Required Attachments if applicable or if not previously attached:

Please attach an agenda, flier, invitation, or event announcement and for smaller events, a list of attendees.

If this is a Catering event, please attach the Catering estimates/quotes for all expenditures and cost per person.

**Please note that ALL Caterers must be selected from the [CSUSM Corporation Approved Caterers List](#).

Reminders:

Please make sure to choose an allowable payment method based on procedures/guidelines (e.g. Use ProCard as first option for allowable items, no Direct Pay for services, Purchase Order for services and anything with an agreement.)

Direct Pay – An approved copy of this form must be attached to the [Direct Pay Form](#)

ProCard – An approved copy of this form and the itemized receipt for purchases must be attached to the monthly reconciliation statement

If using a catering service other than Sodexo over \$250.00 a First Right of Refusal is needed from Sodexo.

If providing promotional items or participation incentives that cannot be fulfilled by the bookstore and that have a CSUSM logo, wording, lettering, or imply affiliation with CSUSM a First Right of Refusal is needed from the bookstore.

CD
CD

I have read the information above and acknowledge that I have the responsibility to complete future actions



**Memo regarding Tenure Track (TT) Faculty Search
for the Department of Communication**

This hospitality form is being submitted to request approval for lunch and dinner expenses with search candidates. Lunch will be ordered from Sodexo. Dinners will be held at Buona Forchetta San Marcos. A faculty member (or more than one member) will pay for each dinner. Itemized receipts (without alcohol) will be submitted to Administrative Coordinator (AC). AC will prepare a direct pay reimbursement for any faculty member that incurred expenses.

Andrew Spieldenner is the search chair. Members of the search committee include Katherine Brown and Elvis Nshom.

Hours of day one of the interview are 9:00 am until 7:00 pm. Day two will run from 9:00 am until 3:00 pm.

Attendees for lunch and dinner will include: one search committee member, three COMM faculty, and the candidate (headcount of five). Headcount will remain at five (or less) at each meal. Last minute additions of attendees will not be permitted.

Attached is a tentative agenda. Menu options from Sodexo and Buona Forchetta San Marcos are included.

Please let me know if I may provide you with any further information.

Thank you,

Carrie Dyal | California State University San Marcos
College of Humanities, Arts, Behavioral & Social Sciences
Admin Coordinator, Department of Communication
760-750-8048 | Email: cdyal@csusm.edu
Office: Mon-Thurs | Telecommute: Fri

Department of Communication Tenure Track Faculty Search

Date	Time	Who is Invited?
Day One of interview	9:00-7:00 pm	(1) Candidate & COMM faculty (lunch & dinner)
Day Two of interview	9:00-3:00 pm	(1) Candidate & COMM faculty (lunch & dinner)

AGENDA

Time	Description	Location	Room Booked
Please refer to attached detailed agenda	Teaching presentation, meet with Dean,	SBSB, KEL, CRAV, etc.	Rooms in SBSB will be requested
for sample of campus visit events	search committee, COMM faculty & students, visit other centers on campus	Dinner - off campus	Classroom for teaching presentation

Event Description

Description of Event
TT Search for the Department of Communication. This event will be held both on campus and off campus. The event will be led by the COMM TT search committee chair and the committee members.
Direct or Indirect Benefit to the CSU to be Derived from the Expense
Recruitment of new Tenure Track faculty member (start date of Fall 2023)
Plan for RSVPs
Agenda will be emailed out to COMM department and other departments on campus. Admin Coordinator will collect RSVPs for lunches & dinners
What will be provided to Attendees
Boxed Lunches from Sodexo. Dinner at Buona Forchetta San Marcos.

FOOD

Vendor	Description	Cost Per Person	Total Cost Est.
Sodexo	Boxed Lunches (on day 1 & day 2)	\$15.00	\$535.00
Buona Forchetta San Marcos	Dinner & non-alcoholic beverages (dinner on day 1 of interview only)	\$30.00	\$570.00
			\$1,105.00

NOTE: Lunch includes tax & estimated delivery fee of \$50

NOTE: Dinner includes tax and 20% tip

Amounts below are for (5) people on three separate dates; interview includes (2) lunches and (1) dinner per candidate

ECS FEES

Vendor	Description	Cost Per Person	Total Cost Est.
N/A - all meetings in SBSB			
			\$0.00

PROMOTIONAL ITEMS

Vendor	Description	Cost Per Person	Total Cost Est.
N/A			
			\$0.00

CHARTFIELD/PAYMENT METHOD

Fund	Dept	Amount	Payment Method (Direct Pay, PO, ProCard, etc)
48500		1015	TBD ProCard (for lunches with Sodexo)
48500		1015	TBD Direct Pay

**faculty will provide itemized receipts

Attendees

Max Attendee Headcount	5 at each meal
Attendee List	

Search candidate, COMM search committee chair & (3) other faculty

Notes/Suggestions on Event from AC

DEPARTMENT OF COMMUNICATION TENURE TRACK FACULTY SEARCH ON CAMPUS INTERVIEW TENTATIVE AGENDA

Date: TBD (most likely early March)

Facilitator: Andrew Spieldenner, Chair of Search Committee, Department of Communication

Search Committee

Katherine Brown | Elvis Nshom

Time	Item	Location
DAY 1		
9:00 am	Chair or search committee member picks up candidate at hotel	Contracted Hotel
9:30-10:30 am	Interview with Search Committee	TBD
10:30-10:45 am	Break	Lecturer Office possibly
10:45-11:45 pm	Campus Tour and Travel Reimbursement Meeting with Carrie Dyal	SBSB 2105
11:45-1:00 pm	Lunch with Faculty	SBSB 4117
1:00-1:45 pm	Meet with Chair(s)	TBD
1:45-2:00 pm	Break	Lecturer Office possibly
2:00-2:50 pm	Teaching Presentation in COMM course	TBD
3:00-3:30 pm	Break	Lecturer Office possibly
3:30-4:30 pm	Meeting with Students	SBSB 4117
5:00-7:00 pm	Dinner with Faculty	TBD
DAY 2		
9:00 am	Chair or search committee member picks up candidate at hotel	Contracted Hotel
9:30-10:30 am	Meet with Liora Gubkin, Dean	SBSB 4115
10:30-10:45 am	Break	Lecturer Office possibly
10:45-11:45 pm	Research Presentation	TBD
11:45-1:00 pm	Lunch with Faculty	SBSB 4117
1:00-1:45 pm	Meeting with Graduate Studies & Research Home Representative	Craven 5102
1:45-2:00 pm	Break	Lecturer Office possibly
2:00-2:50 pm	Meet with Office of Inclusive Excellence Representative	Craven 6200