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|  | Academic Affairs STATESIDE Docusign/Hospitality CHECKLIST* See PAR WEBSITE for additional resources: <https://www.csusm.edu/par/resource_operations/index.html>
* Submit to ***Provost’s Office* for signature at least 10 days before event**
* For Provost Signature add Level 2 Reviewer Maria Rasimas and Level 2 Approving Authority, "Graham Oberem" on signature line, using this email only: provost@csusm.edu
* Need Provost’s signature if event is over $500 or events that include alcohol, recreational, sporting or entertainment events, or includes a spouse or domestic partner of an employee (regardless of total expense).
* A hospitality form is not required for sponsorship or tables for events; use a Direct Pay form.
* *Other hospitality questions?  Contact**accountspayable@csusm.edu*
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| 1. ***CSU BUSINESS PURPOSE (see guidelines):***

[ ]  ***EMPLOYEE ONLY MEETING - LIMITED TO NO MORE THAN 12 PER YEAR***Click or tap here to enter text.***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***1. ***LATE SUBMISSION memo:***

Click or tap here to enter text. |  |

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| 1. ***EVENT NAME/NARRATIVE: MEAL:*** Choose an item. ***TOTAL ATTENDEES\*: 0 COST PER HEAD\*\*: $0***

Click or tap here to enter text. |

* One DocuSign form is required per event, include all costs; an event, taking place over multiple consecutive days, is considered one event. One DocuSign Hospitality form may be submitted for multiple dates of the same event type (one 'blanket' form).
* All costs for an event should be included on one DocuSign submission.
* Confirm funds requested and dates of event match supporting documents.
* 44401 funds and 48500 funds are treated the same for Hospitality purposes, both are stateside funds.

[ ]  **EVENT:** agenda**,** flier, invitation, or event announcement must be attached. State funds CANNOT be used for retirement parties. A gift may be purchased as acknowledgement of employee exceptional contribution with state funds.

[ ]  **CATERING/ECS:** Attach the catering and venue estimate/quote for all expenditures (including ECS). Must be on Approved Caterers list. If submitting request early and can't get catering or ECS quote, you may use previous FY catering invoice **if it is for the same event and you expect to be similar in cost (within 10%). On DocuSign, DO NOT choose the catering category if it is NOT catered, use Food Non-Catering:***Pre-packaged food items that are not catered are allowed and do not need to be purchased from one of the approved caterers. This includes restaurants and chains as long as they****are not delivered*** *to the campus,* non-approved caterers may drop off at the curb.

[ ]  **\*ATTENDEE LIST:**  Attach guest list of attendees stating their affiliation to the University, official guests or employees, and a total count of how many attending. Auxiliary (Foundation and CSUSM Corp) employees classify as official guests and student workers classify as employees (unless it is a student event).

[ ]  **\*\*COST PER HEAD for food, etc. (based on entire catering estimate).** Maximum per person rate for breakfast ($25), lunch ($50) and dinner ($75)**inclusive of the total cost of food, beverages, labor, sales tax, delivery fees or other service fees.**

[ ]  **PRODUCT REQUESTS (see table above):** Attach itemized list and estimate (use above table or attach your own). Promotional items can be paid with state funds for non-employees only, use auxiliary funds for employees.

[ ]  **ALCOHOL:** Alcohol Approval form must be attached if event**is on campus**and includes alcohol (do not use any state funds except 496xx). Auxiliary funds must comply with Auxiliary procedures (85xxx per written agreement). **All alcohol reimbursements must be signed by the Provost including off campus purchases/reimbursements.** Bar Service may be paid with state funds, but not alcohol.

[ ]  **GIFT CARDS: Use CSUSM Corp or Foundation Funds**. State Funds are allowed in a few instances; must be approved by Accounts Payable in an email and attach to request.

**A FEW IMPORTANT CSU HOSPITALITY GUIDELINES:**

ALL CSU guidelines: <https://csyou.calstate.edu/Policies/icsuam/Pages/1301-00.aspx>

CSU FAQs: <https://csyou.calstate.edu/Policies/icsuam/Documents/1000/icsuam-1301-00-faq.pdf>

CSUSM Accounts Payable Power Point <https://www.csusm.edu/procurement/documents/apdocs/approvalprocess.pdf>

**400 ALLOWABLE EXPENDITURES**

**Hospitality expenses must be directly related to, or associated with, the active conduct of official CSU business.** When an employee acts as an official host, the occasion must, in the best judgment of the approving authority, serves a clear CSU business purpose, with no personal benefit derived by the official host or other employees. In addition, the expenditure of funds for hospitality should be cost effective and in accordance with the best use of public funds.

When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.  Following are examples of occasions when the provision of hospitality is permitted under this policy, (fund restrictions still apply):

* **The CSU hosts or sponsors business meetings that directly correlate with the operations of the CSU;**
* The CSU hosts official guests with an interest in the CSU;
* The CSU is the host or sponsor of a meeting of a learned society or professional organization;
* The CSU hosts receptions held in connection with conferences, meetings of a learned society or professional organization, meetings of student organizations and groups, student events such as commencement exercises, and events or meetings of other CSU related groups such as alumni associations;
* The CSU hosts or participates in community relations or fundraising events to promote the university, enhance partnerships, recognize distinguished service, or cultivate donors;
* **The CSU hosts receptions for the benefit of employee morale, employee recognition, official presentations for length or exceptional contributions of service awards, with at least 5 years of service are permissible**

**401  *Employee Meetings*** –

* **Food and beverage provided to employees may be permitted when it serves a CSU business purpose.** Meetings that are carried out on a regular or frequent basis are not permitted under this policy.  Additionally, public expenditures that are driven by**personal motives** are an impermissible use of public funds. **Meals or light refreshments provided to employees may be permitted if the expenses occur infrequently, are reasonable and appropriate to the business purpose.** When a meeting takes place over an extended period and the agenda includes a working meal, there may be justification that the meal is integral to the business function.

**600 ALLOWABLE FUNDING SOURCES**

**601 *State Funds*** -

Unless specifically authorized in the local trust agreement (LTA), State Funds have the following restrictions and uses:

State Funds may **not** be used:

* + To pay for any expenditure prohibited by applicable laws, regulations, or agreements including the California Budget Act.
	+ To pay for food and beverages or entertainment services that do not serve a business purpose.
	+ To pay for alcoholic beverages, memberships in social organizations, or tobacco products.

State Funds may be used:

* + To pay for awards and prizes to employees for exceptional contributions, to students for excellence, and individuals to participate in a research funded survey or study.
	+ For employee recognition, and official presentations for length of service awards or exceptional contributions, with at least 5 years of service.
	+ To pay for official employee morale-building and appreciation activities that serve a business purpose. Campus procedure to define official activities and approval levels.