

I. Common Types and Allowable Sources for Payment of Hospitality Expenses

General Expense Type Category	General Hospitality Expenses that may include meals and light refreshments		Alcohol or Memberships in Social Organizations	
	CSU Operating Fund	Other University and Auxiliary Funds to the extent there are no restrictions by laws, regulations or funding source agreements	CSU Operating Fund	Other University and Auxiliary Funds to the extent there are no restrictions by laws, regulations or funding source agreements
Business meetings attended only by employees from your work location (1)	No	Yes	No	Yes
Business Meetings attended by employees from other campus work locations or official guests (1)	Yes	Yes	No	Yes
Employee Morale/Recognition (1)	Yes	Yes	No	Yes
Community Relations/Fundraising	Yes	Yes	No	Yes
Entertainment Expenses	No	Yes	No	Yes
Gifts with expectation of benefit or other bona fide business purpose	No	Yes	No	Yes
University hosts official guests, including employees visiting from another work location, students, donors, visitors and volunteers	Yes	Yes	No	Yes
Personal Benefit: Weddings, anniversaries, baby showers, and birthdays	No	No	No	No
Personal Benefit: Memorial servies, get well expenses, retirement celebration - minimum 5 years	No	Yes	No	Yes
Professional Organization Meeting (1)	Yes	Yes	No	Yes
Promotional Items Non-Employees	Yes	Yes	No	Yes
Promotional Items Employees	No	Yes	No	Yes
Receptions (2)	Yes	Yes	No	Yes
Service Recognition - minimum 5 years	Yes	Yes	No	Yes
Spouses and Domestic Partners who attend a hospitality event and serve a CSU business purpose	Yes	Yes	No	Yes
Student Recruitment Efforts	Yes	Yes	No	Yes
Student Recognition events & commencement	Yes	Yes	No	Yes
Memorial services - minimum 5 years	Yes	Yes	No	Yes

(1) Meals or light refreshments (limited to no more than twelve times per year, per group) provided in the course of an event may not exceed the maximum per person rate for breakfast (\$30), lunch (\$60) and dinner (\$90). These rates are inclusive of beverages, labor, sales tax, delivery fees, and other service fees.

(2) Hospitality permitted when the University holds receptions held in connection with conferences, meetings of learned society or professional organizations, meetings of student organizations, student events such as commencement and meetings of other CSU related groups.