

CSUSB FOUNDATION

Building a Culture of Philanthropy

Original Policy Date: November 5, 2018

Last Reviewed: February 1, 2021

Approved:



Robert J. Nava

HOSPITALITY POLICY

Purpose: The CSUSB Philanthropic Foundation Hospitality policy establishes guidelines and procedures for individuals that are using CSUSB Philanthropic Foundation accounts. Hospitality expenses include business meetings, corporate functions, and occasions that promote the mission of the CSUSB Philanthropic Foundation either in association with the California State University or independently. In such instances, the expenditures of funds for hospitality should be cost effective and used with best judgement by the approving authority with no personal benefits deriving from them.

Scope: This policy applies to all individuals who are using CSUSB Philanthropic Foundation funds.

Section 1: Compliance

- a) CSUSB Philanthropic Foundation, (CPF), will follow CSU Hospitality Policy (PolicyStat ID 8543178), formerly known as Integrated CSU Administrative Manual policy number 1301.00, *Hospitality, Payment or Reimbursement of Expenses*.
- b) The approving authority shall be defined as the authorized signer on the project account using Hospitality Funds.

Section 2: Process

A [Hospitality Expense Request](#) form must be approved by the authorized account signer. The authorized signer approving the authorization is responsible for ascertaining the necessity, reasonableness, and cost of the authorization, and for ensuring that adequate documentation is attached to support the authorization. Authorized signers may not approve authorizations payable to themselves. Authorized signers may not approve authorizations payable to their supervisor, except in the case of reimbursements to the University President, wherein the campus CFO shall approve. Hospitality Expense Requests must be submitted within 30 days of the date the expense was incurred.

Section 3: Recommended Hospitality Limits

The Executive Director will set the limits each calendar year for hospitality expenses, which will be posted annually to the CSUSB foundation website. In the course of conducting business on behalf of the University and/or the CSUSB Philanthropic Foundation these limits are exceeded; the Executive Director for the Philanthropic Foundation may waive the limits with justification from purchaser.

REFERENCES:

CSU Hospitality Policy: <https://calstate.policystat.com/policy/8543178/latest>

Prior CPF Hospitality Policy: <https://www.csusb.edu/sites/default/files/CPF%20Hospitality%20Policy%20-%20FINAL.pdf>

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MEMORANDUM

DATE: January 2, 2024

TO: CSUSB Campus Community

FROM: Robert J. Nava
Vice President, University Advancement
Executive Director for CSUSB Philanthropic Foundation

SUBJECT: CSUSB Philanthropic Foundation Hospitality Rates

As part of the implementation of the new CSUSB Philanthropic Foundation Hospitality Policy, I would like to share with you the established hospitality rates for 2024.

CSUSB Philanthropic Foundation Hospitality Rates for 2024

- \$75 Breakfast
- \$150 Lunch
- \$250 Dinner
- \$50 Light refreshments/appetizers

All rates are per person and exclude tax and gratuities.

The reimbursement for a buffet reception cannot exceed the applicable meal allowance associated with the type of buffet (e.g. breakfast, lunch, dinner).

If you have questions about hospitality processes and procedures, please contact Financial Services at x77175.

If you have any questions about this communication, please contact Monica Alejandre, AVP, Advancement Operations at x75644.

Thank you,



Robert J. Nava, Executive Director
CSUSB Philanthropic Foundation