

Policy #: 305.0  
Original Date: December 14, 2018  
Last Reviewed: January 31, 2025  
Next Review: January 31, 2030

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**TITLE: HOSPITALITY POLICY**

**PURPOSE**

This policy governs the appropriate use of University Enterprises Corporation at CSUSB (UEC) funds for hospitality expenses. Hospitality is defined to include the following elements: entertainment services, food and beverages/refreshments, awards, prizes, and promotional items.

**STATEMENT**

It is the policy of UEC that hospitality expenses may be paid to the extent that such expenses are necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of California State University San Bernardino (CSUSB) and/or UEC.

UEC will follow the California State University, San Bernardino (CSUSB) campus specific hospitality policy [www.csusb.edu/policies/hospitality-policy](http://www.csusb.edu/policies/hospitality-policy) which is in compliance with the integrated CSU Administrative Manual policy number 1301.00 – Hospitality, dated June 27, 2023 [www.calstate.policystat.com/policy/13790907/latest](http://www.calstate.policystat.com/policy/13790907/latest). These policies provide definitions, purposes, and types of allowable hospitality expenses.

**MAXIMUM RATES FOR HOSPITALITY**

The maximum rates for UEC are referenced within the CSUSB hospitality policy [www.csusb.edu/policies/hospitality-policy](http://www.csusb.edu/policies/hospitality-policy) within Appendix A. The Executive Director may adjust these maximum limits per a memo that is distributed to campus leadership. If these limits are exceeded in the course of conducting business on behalf of CSUSB and/or University Enterprises Corporation, the Executive Director for UEC may waive the limits with justification from purchaser.

## **GUIDELINES & PROCEDURE FOR SPONSORED PROGRAMS**

Hospitality expenses are normally not allowable on a sponsored project. To ensure compliance with all aspects of federal regulations governing federal grants and contracts, UEC will adhere to the Office of Management and Budget circular 2 CFR 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards - Subpart E – Cost Principles*. It is referred to as the Uniform Guidance or “UG”.

1. Guidelines for Sponsored Programs:
  - a. Hospitality expenses may be allowable if they meet the following conditions:
    - i. Funding agency specifically allows for the cost in their approved budget
    - ii. The proposal narrative addresses these activities as an integral part to the sponsored project
    - iii. Activity includes program participants and/or off campus personnel
    - iv. Primary purpose is the dissemination of technical information conducted in a business atmosphere
    - v. If the expense consists of meal/refreshments – they are being served to maintain the continuity of the meeting
    - vi. Expenses are reasonable for the function (*See Appendix A of CSUSB hospitality for maximum rates for meals*)
  - b. Examples of hospitality expenses not allowable to charge to sponsored project funds:
    - i. Taking staff to lunch for birthday or other holiday
    - ii. Providing refreshments/food for department staff meeting
    - iii. Evening dinner for an event that ended that day
    - iv. Dissemination of information to only on-campus staff/faculty
    - v. Purchase of alcohol
2. Procedure for Sponsored Programs:
  - a. Reimbursement for allowable hospitality expenses must be approved by either the respective Principal Investigator or their designee, Department Chair, or Dean.
  - b. A Hospitality Approval Form is prepared and forwarded to Sponsored Programs Administration for review and approval:
    - i. Requests must include all pertinent receipts or invoice
    - ii. Requests must state the purpose of the expense and include a list of attendees
    - iii. A description of how the expense fits in with the goals and objectives of the sponsored project
    - iv. Request must include a meeting agenda
  - c. Sponsored Programs staff will submit the approved request to campus Accounts Payable
  - d. Campus Accounts Payable department will process the Hospitality Approval Form worksheet and issue payment.

## **PROCEDURE FOR ALL OTHER UEC EMPLOYEES & ACTIVITIES**

1. Hospitality expense reimbursement with no alcohol involvement:
  - a. Reimbursement for hospitality expenses must be approved by the UEC Executive Director, respective account holder, or center director.
  - b. Meals provided to UEC employees should utilize Coyote Dining services.
  - c. A Hospitality Approval Form should be completed and forwarded to campus Accounts Payable for processing:
    - i. Request must include all pertinent receipts or invoice
    - ii. Request must state the purpose of the expense and include a list of Attendees
  - d. Campus Accounts department personnel will process the Hospitality Approval Form Worksheet and issue payment.
  
2. Hospitality expense reimbursement with alcohol involvement:
  - a. Employees who are planning to incur hospitality expenses that might include alcohol must submit an expense estimate **to the UEC Executive Director for advance approval**. If the UEC Executive Director is unavailable, the campus VP for Finance, Technology and Operations will have signature authority.
  - b. The expense estimate should include the purpose of the expenditure. Submission can be accomplished by email or memorandum.
  - c. After the expense has been incurred, a Hospitality Approval Form should be completed and forwarded to campus Accounts Payable for processing:
    - i. Request must include the advance approval
    - ii. Request must include all pertinent receipts or invoice
    - iii. Request must state the purpose of the expense and include a list of Attendees
  - d. Campus Accounts Payable department will process the Hospitality Approval Form and issue payment.

### **Approval:**

Approved by the UEC Board of Directors on January 31, 2025.