



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Business & Financial Affairs

Approved By: Richard Yao
President

Policy Number: FA.01.006

Effective Date: 11/22/24

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Policy on Hospitality, Prizes, Awards, Gifts and Incentives

PURPOSE

California State University uses the [CSU Hospitality Policy](#) to govern all hospitality expenses. In addition, there are some campus specific policies which are shown below.

POLICY

Campus Accountability

The Vice President for Business & Financial Affairs will administer this policy at CSUCI. Questions, comments, and concerns are addressed through CSUCI Finance.

Definitions

Auxiliary or Auxiliaries – The recognized auxiliary organizations at CSUCI include University Auxiliary Services, The Foundation, Associated Students Inc., and Site Authority.

Awards/Prizes and Service Recognition – Something of value given or bestowed upon an individual, group or entity in recognition of service to the University or achievement benefiting the University, e.g. financial prizes, trophies, plaques.

Employee Meetings and Recognition Events – Employee meetings and recognition events eligible for inclusion in this policy are those which serve a bona fide University business purpose and are generally administrative in nature such as CSU system-wide meetings of functional offices, meetings of the Academic Senate, Board of Directors, campus meetings of deans and directors, official employee morale functions, extended formal training sessions, conferences, extended strategic planning sessions, meetings of appointed workgroups and committees, and on-campus interviews with prospective candidates (Administrator III and above, and tenure-track faculty). Public expenditures 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 and are reasonable and appropriate for furthering the business purpose. When an in-person 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. Per person limits for meals and light refreshments are provided as outlined in the Hospitality Procedures and Guidelines document.

Entertainment Services – Expenditures incurred in connection with events or activities that are primarily social or recreational such as equipment and venue rentals, décor, music, and performers. Service expenditures related to showcasing the talent of students or employees are considered a regular business expense and are not governed by this policy.



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Fundraising Event – Events conducted for the sole or primary purpose of raising charitable funds where participants make a charitable contribution or a purchase for the fair market value of goods or services. Fundraising events may include dinners, dances, door-to-door sales of merchandise, concerts, carnivals, golf tournaments, auctions, casino nights, and similar activities. Fundraising events do NOT include the following: Activities substantially related to the accomplishment of the mission of the University, including such activities that receive sponsorship, unrelated trade or business activities that generate fees for service.

Official Morale Activities – Official (employee morale or team building) Activity: Positive employee morale is a valuable resource. Accordingly, within the constraints imposed by system policy, particularly ICSUAM 1301.00, this policy allows for expenditures supportive of official employee morale events (other than those identified as prohibited), length of service awards for employees with at least 5 years of service. Official campus functions, such as divisional meetings, campus service awards, and the President's Convocation Luncheon would be included as they promote employee morale. 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.

Participation Incentives – Incentives, in the form of promotional items and gift cards, are used to obtain participation and/or collection of information from participants.

Promotional Items – Tangible items that display the name, logo or other icon identifying the University such as a keychain, coffee mug, calendar, or clothing. The value of promotional items may not exceed \$75 per person per event.

Professional Organization Meeting – Meetings held for a learned society or professional organization and meetings of other CSU related groups. This does not include meetings of only University or Auxiliary employees.

Retreat – An event lasting at least 5 hours, occurring on or off-campus, where employees brainstorm, problem-solve, and team-build in a relaxed setting. May be multi-day, but overnight stays are not permitted.

Sponsorship – Contribution to an event in return for promotion or advertising of the University. This includes the cost of a vendor table to promote the University.



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TEXT

A Hospitality Expense Justification form must be approved prior to any hospitality related expenses being incurred and should be submitted with any ProCard reconciliations or reimbursement requests.

For reoccurring hospitality transactions, where little or no value can be added by processing the transaction for each event, a blanket hospitality form may be issued on a case-by-case basis. Blanket hospitality requests must be pre-approved by the CSUCI Controller.

The following procedures shall be observed in administering blanket hospitality forms:

- The blanket hospitality must be specific to a set of recurring events, rather than a general department/annual approval
- Blanket approvals may be approved for the Emergency Operations Center activities. EOC blankets may only be requested by those with delegated authority.
- All required supporting documentation must be submitted with the payment method, including a copy of the blanket hospitality form for each expense.
- Blanket approval may not exceed one year and should not cross fiscal years.

EXHIBIT(S)

1. Hospitality Expense Justification Form
2. Hospitality Procedures and Guidelines