

SANTOS MANUEL STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

**HOSPITALITY POLICY**

The Santos Manuel Student Union (SMSU) Board of Directors established funds to cover hospitality expenses for SMSU programs and events. Use of the funds is for such things as food and beverages for training seminars, food and/or beverages for performers, student/volunteer recognition, employee retirement parties, flowers or cards for special occasions (i.e., get well wishes, bereavement, or new baby). It is not the intent of the Board to use these funds for birthday parties or other general social events.

Event and training meals for staff will be limited to instances where the training activity or event will be at least four hours in duration. Lists of staff receiving meals will be provided with all reimbursement requests, except in the case of large-scale events where the keeping of such lists would be prohibitive.

All requests for disbursement of funds must utilize the SMSU Hospitality Approval Form and indicate the purpose for which the money is to be used. The Hospitality Approval Form must be signed by the SMSU Executive Director or designee.

Exceptions in extenuating circumstances may be granted by the SMSU Executive Director or designee; any such requests must be submitted and written approval received in advance of the event.

A report on the disbursement of Hospitality funds will be provided to the SMSU Board of Directors upon request.

**HOSPITALITY FOR PUBLIC RELATIONS & DEVELOPMENT POLICY**

Expenditures may be made from the corporation's funds for public relations and development purposes when the activities have direct benefit to the interests of the Santos Manuel Student Union. While such expenditures may include meals for Board members, SMSU staff or student staff involved in the activity, the primary rationale must reflect the overall benefit to the corporation.

Expenditures may be incurred for materials and supplies, meals, overnight lodging, participation fees and travel according to corporate fiscal and purchasing guidelines established for those purposes.

If an expenditure is to be reimbursed or charged to a corporate credit card, all fiscal policies relating to those procedures will apply. Payments made directly to service providers must also conform to purchasing guidelines. Names of individuals participating in the activity and or receiving benefit from any expenditure must be listed on requests for payment.

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