Field-by-Field Guide for Hospitality Worksheet

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# Header Section – Business Unit

**Business Unit:** Select from the drop-down the appropriate business unit associated with the funding source for the payment request.

* ASI = Associated Students, Incorporated
* SMSU = Santos Manuel Student Union
* UEC = University Enterprises Corporation
* Stateside = CSUSB
* PHIL = Philanthropic Foundation

Based on the business unit selected, the correct business name will populate to the left of the Business Unit field.

# Section 1 – Event Information & Justification

**Date(s) of Event:** Please enter the start date and end date for the event.

**Start Date:** Enter the beginning date of the event.

**End Date:** If the event spans multiple days, enter the ending date.

For single-day events, enter the same date as the start date.

Example: For an event from July 10, 2024, through July 12, 2024, enter ‘07/10/2024’ in the Start Date field and ‘07/12/2024’ in the End Date field.

**Name of Event:** Please enter the official name or title of the event. Example: Spring Commencement 2024.

**Location of Event (Enter name of Campus Location or Venue Name and Address when Off Campus):** Please enter location of the event.

If the event is on campus, please enter the name of the campus location. For example, San Bernardino Campus, Sierra Hall 105 or Palm Desert Campus, RG 203L.

If the event is off campus, enter the venue name and address. For example, Toyota Arena, 4000 E Ontario Center Pkwy, Ontario, CA 91764.

**Recurring Meeting Selection:** Choose '**Yes**' or '**No**' to indicate if this event is a reoccurring meeting.

**Enter a Description of the Event and Explain the Business Purpose and how this Expenditure Benefits the Mission of CSUSB or Auxiliary:** Please provide a comprehensive description of the event, including the purpose of the expenditure and its benefit to the university. If the description is incomplete or lacks clarity, the form may be returned for additional information, and a new form submission will be required. You may also attach any supporting documentation in the designated attachment section.

**Name of Person acting as Official Host:** Please enter the name of the individual acting as the official host. The official host must be one of the following: a CSU trustee, an auxiliary governing board member, or a university or auxiliary employee. The official host is responsible for hosting the official guest(s) at meetings, conferences, receptions, activities, or events for the active conduct of CSU business.

**Official Host Title:** Please enter the title or position of the Official Host. This should reflect their role within the organization or their official designation.

Example: Vice President of Student Affairs, Controller, or CSU Trustee.

**Official Host Department:** Please enter the Official Host’s department or unit that they are associated with.

Example: Department of Biology, Office of Student Affairs, or University Enterprises Corporation Payroll.

**Large Scale Event:** If the event invitation list is over 20 people or it is administratively difficult to collect an attendees list, you may enter a description of the invited attendees or groups and why it was not possible to collect attendee list. Example, “students, staff, faculty, community members, donors, alumni were invited to this event”, etc.) Attach an event flyer or invitation as outlined in section 4.

# Section 2 – Estimated Expenses

**Max Allowable Per Person:** This section is automatically filled based on the table provided in the Hospitality Policy, available at: <https://www.csusb.edu/policies/hospitality-policy>. Depending on the selected business unit at the beginning of the form, predefined values will populate the Breakfast, Lunch, Dinner, and Light Refreshments fields.

**Estimated per Person Amount:** Please enter the estimated cost per person for food, beverages, labor, sales tax, delivery fees, and other service fees associated with the event. Include all anticipated expenses related to catering and services per attendee.

Example: $25 per person.

**Estimated # of Attendees:** Please indicate the expected number of attendees or invited guests for the event.

Example: 50 attendees or 50 guests were invited.

**Totals:** These fields will automatically calculate and populate based on the estimated per person amount multiplied by the estimated number of attendees.

**Meal Worksheet Total:** This field will auto-calculate based on the sum of all totals.

Enter the Estimate of Other Expenses:

**Awards/Plaques:** Enter the estimated dollar value of trophies or plaques associated with the event. These are defined as items given to individuals, groups, or entities in recognition of their service or achievements that benefit the university, with an expected return benefit to the university, or for other occasions serving a bona fide business purpose.

**Décor, Supplies:** Enter the estimated dollar value of decorations and supplies associated with the event. Examples include table centerpieces, balloons, floral arrangements, signage, and name tags.

**Entertainment:** Enter the estimated dollar value of entertainment associated with the event. Examples include live music, comedians, dance performers, photo booths, magicians, and interactive games for guests to enjoy.

**Invitations/Marketing:** Enter the estimated dollar value of invitations and marketing associated with the event. Examples include flyers, posters, website banners, newsletters, promotional videos, and social media posts.

**Guest Speakers:** Enter the estimated dollar value of hiring guest speakers and presenters associated with the event. Examples include keynote speakers, community leaders, faculty presenters, alumni speakers, student speakers, and motivational speakers.

**Equipment, Linens, Tables:** Enter the estimated dollar value of equipment, linens, and tables associated with the event. Examples of equipment include microphones, speakers, projectors and screens, lighting, podiums, and lecterns.

**Promotional Items:** Enter the estimated dollar value of promotional items associated with the event. These are defined as items that display the name, logo, or other icon identifying the university such as a keychain, coffee mug, calendar, and campus gear/apparel. Logo and related branding must be pre-approved by the Office of Marketing and Communications.

**Venue Rental:** Enter the estimated dollar value of the venue rental associated with the event. Examples include a conference center, banquet hall, auditorium, lecture hall, dining hall, and sports complex.

**Other:** Enter the estimated dollar value of any other expense associated with the event, such as special event insurance.

**Total Food and Other:** This field should automatically sum the Meal Worksheet total and include all other expenses listed under the Estimate of Other Expenses section.

**Comments/Notes:** Use this section to provide additional information, clarifications, special instructions, feedback, or other relevant comments to assist in processing or understanding your submission.

# Section 3 – Expense Allocations

**+ New Direct Pay Expense Allocation:** Click this icon to create or add a new expense allocation.

**x Delete:** Click this icon to delete an expense allocation record. Please ensure that you select the expense allocation record first before clicking this button to successfully remove the record.

**Account:** Please enter the account number of the chart field string being expensed. This field is 6 digits. For guidance as to what chart field string to use, please contact the budget approver in your department.

**Fund:** Please enter the fund number of the chart field string being expensed. This field is 5 digits. For guidance as to what chart field string to use, please contact the budget approver in your department.

**Dept:** Please enter the department identification of the chart field string being expensed. This field is 5 digits. For guidance as to what chart field string to use, please contact the budget approver in your department.

**Class:** Please enter the class number of the chart field string being expensed. This field is 5 digits. For guidance as to what chart field string to use, please contact the budget approver in your department.

**Project:** Please enter the project number of the chart field string being expensed. This field is 5 digits. For guidance as to what chart field string to use, please contact the budget approver in your department.

**Amount:** Please enter the total amount to be paid based on the expense allocation provided. If you are using multiple expense allocations, ensure you specify the exact amount for each new record.

# Section 4 – Routing Instructions and Supporting Documentation Requirements

This section outlines the documentation requirements for each payment method (purchase order, corporate card, personal funds, and campus catering) and provides instructions on how to route the necessary paperwork for processing.

For business units authorized to use the Direct Pay process to pay a vendor directly, please follow the guidelines for the Personal Funds method.

To attach one or more documents to the worksheet, click the "Attach Support Documentation" hyperlink or use the "Attach File" icon located on the menu bar.

# Section 5 – Additional Details & Certification

**Is this event held on campus?** Select from the drop-down the appropriate response to this question.

* **Yes, on the San Bernardino Campus** - An additional requirement will appear, requesting a Campus Special Event Reservation ID Number. For assistance, please contact Special Events and Guest Services or visit their website at <https://www.csusb.edu/special-events/procedures> for instructions on how to obtain this reservation ID.
* **Yes, on the Palm Desert Campus** - An additional requirement will appear, requesting a Campus Special Event Reservation ID Number. For assistance, please contact Special Events and Guest Services or visit their website at <https://www.csusb.edu/special-events/procedures> for instructions on how to obtain this reservation ID.
* **No** - only select this option if the event is held off campus. Please visit the Special Events & Guest Services website for off-campus procedures and insurance requirements at <https://www.csusb.edu/special-events/procedures>.

**Certify Catering Waiver Form Attached:** [Chartwells (Yotie Eats) Catering Waiver form](https://forms.office.com/pages/responsepage.aspx?id=3bdizUhLvUSQ5-FDoiyOra2ZyvscuN9FkbgrTP1atG1UQkQ3UUNFTUcwSzlDMDdISkY5TDJBNEdPVi4u&route=shorturl) is required when the following conditions exists: Meal cost exceeds $250.00 and food is served on-campus by an outside source.

* Select **Yes** if the form is attached.
* Select **No** if the form is not attached.
* Select **Not Applicable** if the either the meal cost is less than $250 or not being served on the San Bernardino or Palm Desert Campus.

**Certify EHS Response Form Attached:** [Environmental Health and Safety Food Event Notification (FEN) application](https://www.csusb.edu/ehs/occupational-health-and-safety/food-safety-program) is required when the following condition exists: Any food served on-campus by an outside caterer/source other than Chartwells (Yotie Eats).

* Select **Yes** if the form is attached.
* Select **No** if the form is not attached.
* Select **Not Applicable** if the either the food is being served by Chartwells (Yotie Eats) or not being served on the San Bernardino or Palm Desert Campus.

# Section 6 – Review and Approvals

**Requestor Full Name:** This field is populated with the name of the individual completing the form.

**Requestor Email Address:** This field is populated with the full email address of the individual completing the form.

**Phone Number:** This field is populated with the extension of the individual completing the form, as determined by a table lookup. This field can be updated if populated with the incorrect phone number.

**Requestor Coyote ID Number:** This field is populated with the Coyote ID number of the individual completing the form.

**Host’s Employee’s Role (used to determine the first approver):** Select the appropriate employee role from the drop-down list to populate the 1st approver field. If the host holds multiple positions or roles at CSUSB, you will see more than one option to choose from.

**Approver Name:** This field is populated based on the Host’s Employee Role selection. This field populates the full name of the approver.

**Approver Title:** Please enter the full working title of the approver.

**Coyote ID Number:** This field is populated based on the Host’s Employee Role selection. This field populates the Coyote ID number of the individual authorizing this payment. This number is required to validate the approval in the delegation of authority system.

**Secondary Approver Full Name:** This secondary approval field is optional in some cases and may be used by the department if/when required. For those business units that require a secondary approver is required when expense thresholds are met, such as for Philanthropic when expenses reach $100,000 or SMSU when expenses reach $5,000. Please enter the full name of the secondary approver.

**Secondary Approver Title:** This secondary approval field is optional in some cases and may be used by the department if/when required. For those business units that require a secondary approver is required when expense thresholds are met, such as for Philanthropic when expenses reach $100,000 or SMSU when expenses reach $5,000. Please enter the working title of the secondary approver.

**Secondary Approver** **Coyote ID Number:** The Coyote ID is populated based on the Secondary Approver Name entered. This number is required to validate approval in the delegation of authority system.

**Chartfield Approver Full Name:** This Chartfield Approver field is optional and may be used by the department if/when required. This field can be used for your department’s, division’s, or college’s budget analyst. Please enter the full name of the Expense Allocation approver.

**Chartfield Approver Title:** This Chartfield Approver field is optional and may be used by the department if/when required. This field can be used for your department’s, division’s, or college’s budget analyst. Please enter the working title of the Expense Allocation approver.

**Chartfield Approver Phone Number:**  This field is populated with the phone extension of the Chartfield Approver as determined by a table lookup. This field can be updated if populated with the incorrect phone number.

**Chartfield Approver** **Coyote ID Number:** The Coyote ID is populated based on the Chartfield Approver Name entered. This number is required to validate approval in the delegation of authority system.

**VP Approval (When exceeding maximum meal allowance):** This section will not be visible until the criteria are met. Once the Estimated Per Person Amount exceeds the Max Allowable Per Person Amount as defined in the Hospitality Policy, the requestor must enter the Vice President’s name for approval upon submission. The form will undergo approval routing via Cherwell, with the VP's approval being in the approval workflow. Please enter the full name of the Vice President.

**VP Title:** Please enter the full working title of the Vice President.