

CSUSB FOUNDATION

Building a Culture of Philanthropy

Date: November 5, 2018
Last Reviewed: N/A
Adopted: December 6, 2018

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 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. Recommended Hospitality Limits

The Executive Director will set the limits each calendar year for hospitality expenses, per a memo that is set to campus. 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:

ICSUAM Section 1301.00: <https://cyou.calstate.edu/policies/icsuam/pages/1301-00.aspx>