

Santos Manuel Student Union

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO



Hospitality for Public Relations & Development Policy

Overview:

Expenditures may be made from the corporation's funds for Public Relations & development purposes when the activities have direct benefit upon 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.

Allowable Expenditures:

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 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.

Amended SMSU BOD 06/04/09
Amended SM SUBOD 12/02/04
Approved SM SUBOD 10/07/04