

CSUCI Hospitality Justification

(Required for Hospitality-Related Punchout Purchases)

Please download and complete this form then attach to the P2P requisition for all hospitality-related punchout purchases (ex: purchase of snacks and light refreshments via Amazon, Staples, other). Once complete please save as a pdf before uploading into P2P. For questions contact P2P@csuci.edu

1. Requestor Information

Requestor Name: _____

Department: _____

Email: _____

2. Event Information

Event / Program Name: _____

Event Date: _____

Event Location: _____

3. Type of Event (Select One)

- Business meeting (non-routine)
- Student program/event
- Recruitment activity
- Community outreach
- Fundraising
- Employee recognition
- Morale-building function (infrequent)
- Other: _____

- This event/meeting is recurring

If recurring, explain frequency and why food/refreshments are integral to the business purpose:

4. Business Purpose

Provide a specific CSUCI business purpose for this hospitality expense. The explanation must provide enough detail for a third-party reviewer to understand why the expense is necessary and appropriate:

5. Attendees

Estimated number of attendees: _____

Attendee type (check all that apply):

- Students
- Faculty / Staff
- Official Guests / Community Members
- Prospective Students or Employees
- Other: _____

If individual names are not known, briefly describe the group and their relationship to the University:

6. Hospitality Details

Type of hospitality (select one):

- Light refreshments (snacks, beverages, etc.)
- Breakfast
- Lunch
- Dinner
- Other: _____

CSU Maximum Allowable Per-Person Rates (inclusive of food, beverage, tax, gratuity, service, and delivery):

- Breakfast: \$40
- Lunch: \$60
- Dinner: \$90
- Light Refreshments: \$40

Description of items purchased:

Estimated total cost: \$ _____

Estimated cost per attendee: \$ _____

(For light refreshments, divide the total cost by the estimated number of attendees.)

Cost per attendee does not exceed the applicable CSU maximum rate

Cost exceeds maximum rate (additional review may be required)

No alcohol included in this purchase

(Alcohol is not permitted on State or Sponsored funds.)

7. Supporting Documentation

Attach, if available:

- Event agenda, flyer, or invitation