Hospitality Procedures and Guidelines

CSU Channel Islands

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Allowable Expenditures and Funding Sources

General Expense Type Category	Funding Source		
Expenditures/Occasions/Occasions	**All University CSU Trust/Operating Funds (excluding 496)**	**Auxiliary Funds must comply with Auxiliary Procedures**	**496 Misc. Trust Fund**
Alcoholic Beverages, including tax, gratuity and service charges.	No	Yes[1] [2]	Per Written Agreement[3]
Meals and Light Refreshments (non-alcoholic) for business meetings and events attended by official guests (e.g., employees from another campus, students, donors, individuals being recruited for employment, visitors, and volunteers). It must serve a bona fide business purpose; agenda and list of attendees must be provided.	Yes[4]	Yes[4]	Per Written Agreement[3]
Meals and Light Refreshments (non-alcoholic) for employee meetings attended ONLY by employees of the	Yes[4] [5]	Yes[4]	Per Written Agreement[3]

[1] Cash and cash equivalent items such as a gift card and gift certificate, no matter how small, are always taxable to the employee as wages. A non-cash award or prize may have a taxable consequence to the employee if it does not meet the IRS definition of de minimis and infrequent. Refer to IRS for tax rules in resources and materials section.

[2] Alcohol purchases for on-campus events must follow the CSUCI Alcohol Use Policy. A Request to Serve Alcoholic Beverages on Campus form must be submitted. Alcohol purchases for off-campus events and gifts must follow the special circumstances guidelines below.

[3] Expenses must be consistent with the original intent of the funding source (revenue) as documented by the trust.

[4] Meals or light refreshments provided to employees may be permitted if the meal is integral to the business function, infrequent, and modest. Meals or light refreshments (limited to no more than twelve times per year, per group) provided during an event may not exceed the maximum per person rate for breakfast ($30), lunch ($50), dinner ($80) and light refreshments ($50). These rates are inclusive of beverages, labor, sales tax, delivery fees, and other service fees. The per-person limit may be exceeded with a submitter certification the expense is for development purposes, stating the business purpose is "gifts with the expectation of benefit" (i.e., donor-related events) and acknowledge the per person limit overage, so the approver will also acknowledge it when approving.

[5] For public relations considerations, consider using Auxiliary funding sources for employee items/events.

Account Codes:
660820 – Business Meals/Hospitality
660833 – Promotional Items
660634 – Awards and Gifts

same work location where the participants are required to work an extended period. It must serve a bona fide business purpose; agenda and list attendees must be provided.			
Awards/Prizes and Service Recognition (e.g. - minimum 5 years of service, or awards presented during an official activity).	Yes[1]	Yes	Per Written Agreement[3]
Bereavement Expenditures for employees or former employees (e.g. flowers, plant, or card).	No	Yes	Per Written Agreement[3]
Gifts for Personal Benefit (e.g., weddings, anniversaries, baby showers, get well, birthdays, and graduation gifts).	No	No	No
Entertainment Services (e.g., equipmentand venue rental, décor, music and performers for social events) that serve a bona de business purpose.	Yes	Yes	Per Written Agreement[3]
Official Employee Morale and Recognition Events.[6]	Yes	Yes	Per Written Agreement[3]
Gifts with expectation of benefit or other bona fide business purpose (i.e.Donor Gifts). Must be in line with the mission of the Fund.	No	Yes[1]	Per Written Agreement[3]
Professional Organization Meeting	Yes	Yes	Per Written Agreement[3]
Participation Incentives – research funded survey or study/student participation in events.	Yes[1]	Yes[1]	Per Written Agreement[3]
Participation Incentives – other.	No	Yes[1]	Per Written Agreement[3]
Promotional Items (when the occasion is appropriate).[6]	Yes	Yes	Per Written Agreement[3]
Memberships in Social Organizations (e.g., University clubs, civic organizations).	No	Yes	Per Written Agreement[3]
Community Relations/Fundraising	Yes[6]	Yes[6]	Per Written Agreement[3]

[6] Payment or reimbursement for attendance at a community relations activity or fundraising event includes documentation of the individual names, affiliations, and direct or indirect benefit to the CSU to be derived

Receptions held in connection with conferences, meetings of learned society or professional organization, meetings of student organizations, and meetings of other CSU related groups.	Yes	Yes	Per Written Agreement[3]
Spouse or Domestic Partner hospitalityexpense with bona fide business purpose.[6]	Yes	Yes	Per Written Agreement[3]
Student recruitment, student recognition events (subject to related policies/procedures e.g. Gift Card Purchasing Procedures and Student Payment Policy *pending approval).	Yes	Yes	Per Written Agreement[3]
Student Athletes - Hospitality provided to student athletes and recruits must be in accordance with the rules, regulations, guidelines, standards and procedures of the intercollegiate athletic association's national governing board, e.g. National Collegiate Athletic Association.	Yes	Yes	Per Written Agreement[3]

from the expense. If the activity includes alcohol, the portion related to alcohol may not be paid with a stateside fund.

Unallowable Expenses

Hospitality expenses that are of a personal nature and not related to the active conduct of official CSU business will not be paid or reimbursed. The California gift of public funds doctrine set forth in the California Constitution, article XVI §6, prohibits the giving or lending of public [state] funds to any person or entity, public or private, unless there is a public purpose. Examples include, but are not limited to, employee birthdays, weddings, anniversaries, and baby showers.

The types of expenses below are not allowable under this policy. Although, if an exception has been granted, under IRS regulations, the entertainment (hospitality) expense will be considered taxable income to an employee if:

- The entertainment (hospitality) activity is not directly related to the employee's job
- The expense is lavish or extravagant under the circumstances
- The official host or another University employee is not present when the activity takes place
- The expense is not substantiated with appropriate supporting documentation
- Business meals with faculty, staff, or other colleagues that are frequent (e.g. that occur on a regular or routine basis).

Hospitality Justification Form

A Hospitality Expense Justification form must be approved prior to any hospitality related expenses being incurred and should be submitted with any ProCard reconciliations or reimbursement requests.

For reoccurring hospitality transactions, where little or no value can be added by processing the transaction for each event, a blanket hospitality form may be issued on a case-by-case basis. Blanket hospitality justifications forms must be pre-approved by the CSUCI Controller.

The following procedures shall be observed in administering blanket hospitality forms:

- The blanket hospitality must be specific to a set of recurring events, rather than a general department/annual approval
- Blanket approvals may be approved for the Emergency Operations Center activities
- EOC blankets may only be requested by those with delegated authority
- All required supporting documentation must be submitted with the payment method, including a copy of the blanket hospitality form for each expense
- Blanket approval may not exceed one year and should not cross fiscal years

Food and Beverage Per Person Limits

Meals or light refreshments provided to employees or in the course of a business meeting may be permitted if the meal is integral to the business function, infrequent, and modest. The cost of meals is expected to meet the average per person limits and is limited to no more than twelve times per year, per group. The per-person limit may be exceeded with a submitter certification the expense is for development purposes, stating the business purpose is "gifts with the expectation of benefit" (i.e., donor-related events) and acknowledge the per person limit overage, so the approver will also acknowledge it when approving.

Hospitality	**Sub-category**	**Maximum Per Person per day**[7] [8] [9]
Food and Beverage (includes catering, labor, sales tax, delivery fees, and other service fees)	Breakfast	$30
	Lunch	$50
	Dinner	$80
	Light Refreshments[10]	$50

Catering, Food and Beverage Service

- CSUCI has granted UAS exclusive rights to provide all food, beverage, and vending services on the campus and satellite locations – Exclusive Rights ad-130-01-uas-food-services.pdf (csuci.edu)
- For use of ProCard, an exception request must be approved by the Director of Procurement.

Awards and Prizes

Student Awards must be given as part of a documented campus award program. Awards and prizes to students must be in accordance with the Payment to Student Policy. Stateside funds may be used to pay for awards and prizes to students for excellence. For participation in research-funded survey or study conducted by the University please see

[7] Per person limits include the catering service charge and taxes. The reimbursement for a buffet reception cannot exceed the applicable meal allowance associated with the type of buffet (e.g., breakfast, lunch, or dinner).
[8] Maximum per person limits are specific for stateside expenditures.
[9] Maximum per person per day includes meal cost, taxes, fees, and gratuities.
[10] Light refreshments including coffee and other beverages, snacks, hors d'oeuvres, pastries, cookies, crackers, chips, fruit, etc.

the Research Incentive Pay Policy. If the award is restricted to use towards educational expenses, it is the responsibility of the department conferring the award or prize to notify and request payment through the Financial Aid office of cash and cash-equivalent awards provided to students, including the student identification number of award recipients. For student awards that will not be considered Financial Aid, it will be processed as a direct pay through the Accounts Payable office. A non-cash award or prize may have a taxable consequence to the student if it does not meet the IRS definition of de minimis and infrequent. Refer to IRS for tax rules in resources and materials section. The award program must be published on the University's website.

Payments to students that do not qualify as an award include payments that are solely for personal benefit and there is no expected benefit to the University. Examples include reimbursement or any payment of testing fees or payment for classes not offered by CSU Channel Islands.

Employees Awards must be given as part of a documented campus award program. Stateside funds may be used to pay for awards and prizes for exceptional contributions. For participation in a research-funded survey or study conducted by the University please the Research Incentive Pay Policy.

Awards for these programs must be presented to employees on a basis that does not discriminate in favor of highly compensated employees. Employee awards are meant to be occasional and therefore must be presented to an employee on an infrequent basis. The amount of the award should be defined in each award program. The award program must be published on the University's website.

An award program may be established to the extent that such expenses serve a purpose consistent with the mission and fiduciary responsibilities of the CSU and aligns with IRS regulations. Cash and cash equivalent items, such as gift cards and gift certificates, no matter how small, are always taxable to the employee as wages. A non-cash award or prize may have a taxable consequence to the employee if it does not meet the IRS definition of de minimis and infrequent. Refer to IRS for tax rules in resources and materials section.

The Payment Request Form (BER, Check Request and/or Payroll) should contain the supporting documentation that has the award program, including eligible awards and per person limits.

Prior to Purchasing and announcing awards, confirm with Payroll Services that the award program is allowable. Request approval from Payroll Services by emailing a link to the award program website that includes a description of the program and award amount. Payroll will then confirm the allowability of the award with the Chancellor's Office.

Once Payroll has confirmed with the Chancellor's Office and notified the department, please contact Human Resources or Faculty Affairs to assist with the payment process.

Example of individuals and organizations that may be presented an award or gift on behalf of the University include: a visiting dignitary or scholar, a donor or potential donor, a civic or cultural organization, or a member of the local community.

Participation Incentives

Incentives, in the form of promotional items and gift cards, are used to obtain participation and/or collection information from participants. These incentives are subject to IRS tax laws and there are specific rules that must be followed in order for the CSU to remain in compliance. Promotional items and gift cards are for the sole purpose of participant payments and cannot be used to pay trade suppliers for goods and/or services received and/or rendered or pay any type of wages for services rendered.

Participation incentives may be issued under the following procedures:

- Participation incentives should not exceed the value of $50 (for grants, please see below).
- Use of promotional items such as a keychain, coffee mug, calendar, or clothing as a participant incentive is encouraged.
- Alternatively, gift cards or certificates redeemable for a specific item of property or merchandise, may be used. Refer to Gift Card Purchasing Procedures.
- Participation incentives paid to non-resident aliens should be paid via check as they will need to be evaluated for tax purposes.

Participant incentive payments awarded to students (participating in non-grant related research) will be reported to Financial Aid per Title 5, California Code of Regulations, and Section 42500 (d). Refer to the Payments to Students Guidelines (coming soon). Additionally, any individual participant that receives $600 or more of incentive payments/gifts or other income in a calendar year must be reported to the IRS on Form 1099.

CSUCI Research Participation Incentives

Sponsored projects may provide research incentive payments to individuals or human subjects that are participating in research. These incentives must follow the CSUCI Research Incentive Payments Policy

Email sponsoredprojects@csuci.edu for questions about CSUCI Sponsored Projects grant research incentives.

Gift Cards

The use of gift cards must comply with the mission of the University and adhere to all University policies and procedures. The use of gift cards/cash equivalents should only be considered when no other option is viable, should be infrequent, and conservative in value. Only one gift card can be awarded to a recipient per event/activity. As cash-equivalent instruments, gift cards are governed by tax rules and internal control requirements. These rules and requirements must be followed and communicated to those involved before purchase or distribution of any gift cards.

Requesters will be required to complete a Hospitality Expense Justification Form and the gift card request form for all gift card purchases. The approved Hospitality Expense Justification Form must be attached to the gift card request form. For gift cards for CSUCI Research Participation Incentives with an approved Institutional Review Board (IRB) protocol, a Hospitality Expense Justification Form is not required, please refer to the CSUCI Gift Card Purchasing Procedures for more information.

Refer to the following CSUCI Gift Card Purchasing Procedures for additional guidance.

Gift certificates under $10 should not be purchased because under California law, gift cards or certificates with a face value of less than $10 must be redeemable in cash (Section 1749.5 of the Civil Code).

Promotional Items

Promotional Items to Non-Employees

Reasonable gifts made on behalf of the University to non-employees and outside organizations are allowed when the gift benefits the University, supports a University business purpose, and fulfills the mission of the University.

The business reason for issuing the promotional item must be documented in writing. In most cases, the promotion of goodwill in the University community is not an acceptable business purpose. The cost of such gifts must be reasonable in relation to the actual or expected benefits. Awards and gifts cannot be used to pay suppliers for goods and/or services received/rendered.

There are no reporting requirements for promotional items to non-employees, however, the cumulative value of gifts/promotional items may not exceed $600 in a calendar year.

For a promotional drawing where a non-employee wins a promotional item, it only needs to be reported to Accounts Payable if the value of the gift is greater than $600. In this case, tax information must be collected from the individual.

Promotional items to employees

Generally, promotional items under $25, may be purchased with auxiliary funds and these items would not be taxable, as they are de minimis to the recipient. Employees receiving over $100 (excluding tax and shipping) in value will be reported as taxable income and therefore not compliant with this policy.

Hospitality Expenses During Travel

Hospitality activity and expenses while on travel status must be in accordance with Hospitality Policy and Procedures and Guidelines. Reimbursement is made through the Travel Reimbursement process and categorized as hospitality.

Approvals and Supporting Documentation

Approval for *off*-campus hospitality expenses must be granted by someone with at a DOA Level 2 or higher. For events held on campus an authorized approver may delegate down as far as an MPP with a DOA level 4, when the total expenses of the event are $2,000 or less. On-campus hospitality expenses totaling over $2,000 must be approved by a DOA Level 2 or higher.

When determining whether a hospitality expense is appropriate, the approving authority must: evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives. When approving hospitality expenses, the following should be considered:

- Individuals with delegated approval authority may not approve their own expenses, and individuals may not approve the expenses of their supervisor. The exception is the approval of the Chancellor or President's expenditures by the Chief Financial Officer.
- Payment or reimbursement for attendance at a community relations activity or fundraising event must include documentation of the individual name, affiliations, and direct or indirect benefit to the University to be derived from the expense.
- Payment or Reimbursement of hospitality expenses for recreational, sporting, or entertainment events must be approved by the Chancellor, President, or their designee.
- Payment or Reimbursement of hospitality expenses for a spouse, domestic partner, or significant other of an employee must be approved by the Chancellor, President, or their designee.

Supporting Documentation required for each event:

- Hospitality Expense Justification Form or Blanket Hospitality Justification form with the following:
    - Agenda (including location and time of meeting, as well as meal periods)
    - List of attendees (please note if it is an 'open event')
    - Participant Incentive approvals (if applicable)
    - Awards and Prizes - document the award program, including eligible awards and per person limits (if applicable)

Roles and Responsibilities

Role	Responsibility
Requestor/Submitter	Certifies expenses are necessary, appropriate to the occasion, reasonable in amount, and serve a purpose consistent with the mission and fiduciary responsibilities of the University. Confirms the expense is allowable per the CSU Hospitality Policy, CSUCI Hospitality Procedures and Guidelines, and other applicable policies, procedures, and guidelines. Attaches required supporting documentation. Confirms appropriate approving authorities are in the routing workflow.
Authorized Approver (with appropriate DOA)	Ensures funding is available. Ensures business purpose meets the objectives of the sponsored project scope. Substantiates expenses are necessary, appropriate to the occasion, official activities, reasonable in amount, and serve a purpose consistent with the mission and fiduciary responsibilities of the University. Confirms the expense is allowable per the CSUCI Hospitality Procedures and Guidelines and applicable policies, procedures and guidelines. Confirms appropriate approvers are in the routing based on directives in the Approvals and Supporting Documentation

	section. Confirms funding is available and expense is allowed per the award/program terms and conditions and other applicable regulations. Approves/denies the request in a timely manner. Denies requests not directly related to official University business.
Accounts Payable	Reviews for compliance with CSUCI Hospitality Procedures and Guidelines. Verifies appropriate approvers and fiscal authority Ensures appropriate documentation is submitted. Ensures the Hospitality Expense Justification Form/Blanket Hospitality form is submitted and an appropriate use of a blanket form.

Payment or Reimbursement

Approved hospitality expenses may be paid by the following:

- Purchase Order (required for anything over $1,000)
- Pro Card
- Instant Card (if Pro Card is not available)
- Business Expense Request (Small dollar items only)

Required supporting documentation:

- Agenda
- List of attendees
- Participant Incentive approvals (if applicable)
- Awards and Prizes - document the award program, including eligible awards and per person limits (if applicable)

Resources

1. California State University Hospitality Policy
2. CSUCI Policy on Hospitality, Prizes, Awards, Gifts and Incentives (i.e., Hospitality Policy)

3. CSUCI Research Incentive Payment Policy
4. Payment to Student Policy (Pending final approval)
5. CSUCI Approved Caterers
6. CSUCI Gift Card Procedures

Appendix A: FAQs

1. **Our department needs to hold a meeting which is administrative in nature and the meal is a necessary and integral part of the business meeting. Is that allowable?**

   Answer: This activity falls under "Meals and Light Refreshments (non-alcoholic) for business meetings and events attended ONLY by employees of the same work location where the participants are required to work an extended period" and is permitted if the meal is integral to the business function, infrequent and modest. Meals or light refreshments (limited to no more than twelve times per year, per group) provided in the course of an event may not exceed the maximum per person rate for breakfast ($30), lunch ($50), dinner ($80) and light refreshments ($50). These rates are inclusive of beverages, labor, sales tax, delivery fees, and other service fees. Meals and Light refreshments must be noted on the agenda.

2. **Does "light refreshment" include hors d'oeuvres?**

   Answer: Yes.

3. **Which category would I use for a faculty/staff social event with a business purpose, or "Faculty/staff picnics & holiday gatherings with business purpose?"**

   Answer: Recognition Events including employee morale functions (must serve a bona fide business purpose).

4. **We have a recruitment interview, where the panel will be required to stay in the room all day. Is providing lunch allowable**?

   Answer: Yes, this activity falls under "Meals and Light Refreshments (non-alcoholic) for business meetings and events attended by official guest" and is permitted if the meal is integral to the business function, infrequent and modest. Meals or light refreshments (limited to no more than twelve times per year, per group) provided in the course of an event may not exceed the maximum per person rate for breakfast ($30), lunch ($50), dinner ($80) and light refreshments ($50). These rates are inclusive of beverages, labor, sales tax, delivery fees, and other service fees.

5. **Can I send gifts or flowers?**

   Answer: To employees, no. For non-employees, and for state funds, typically, no. Gifts or flowers are not permissible when there is solely a personal benefit. There may be justification if the intended business purpose complies with campus, CSU, IRS and Government Code restrictions. Gifts or flowers may be permissible with auxiliary funds. See General Expense Matrix.

6. **I would like to meet with my colleague over lunch to discuss a business topic, can I be reimbursed?**

   Answer: Reimbursement for meals is not permissible when there is solely a personal benefit. In general, business meetings with individual colleagues are not permitted when the meeting can take place during business hours.

7. **Can I provide lunch for an all-day meeting?**

   Answer: Meals and light refreshments for business meetings and events attended only by employees of the same work location is permissible if the participants are required to work an extended period. Meals and light refreshments for business meetings attended by official guests can be permissible.

8. **Can I use state funds to have a retirement party?**

   Answer: Parties are not allowable with state funds. An employee can be recognized and issued an award for their service – minimum of 5 years, which may include light refreshments. For auxiliary funds, see the Hospitality Matrix.

9. **For employee morale purposes, I would like to use state funds to provide a departmental welcome breakfast each time we bring a new employee. Is this permitted?**

   Answer: No. Public expenditures that are driven solely by personal motives are not permissible with state funds.

10. **I would like to purchase coffee and water for my department to consume. Is that allowable with state funds?**

    Answer: Refreshments solely for personal use is not permitted with state funds. This may be allowable for areas who host suppliers, donors, etc., on a regular basis. For auxiliary funds, see the Hospitality Matrix.

11. **What examples would NOT be permissible with state funds?**

    Answer:

    a. Gift cards, flowers, non-cash gifts as a thank you to consultants, guest speakers, etc.

    b. Gifts for employee birthdays, weddings, baby showers, etc.

    c. Farewell gatherings and retirement parties

    d. Bereavement or sympathy gifts

    For auxiliary funds, see the Hospitality Matrix.

12. **For our grant, we have an activity lead who inquired about the possibility of using grant funds to pay for a business meal for themselves and a department chair to discuss one of the grant's initiatives. Could they be reimbursed for this expense?**

    Answer: Generally, this type of lunch would not be allowable for reimbursement. However, if the grant specifically states that this type of expense may be incurred, then that would be rule we would follow. This is not often the case, but it's possible. This would need to be confirmed with PI and/or Grant Analyst. If they are able to confirm that the grant specially allows it, that confirmation would need to be submitted with the BER.

13. **We'll be taking some consultants out to dinner along with a couple Cabinet members and I know we cannot get reimbursement for alcoholic drinks, but other than that, is there anything else I need to know?**

    Answer: Meals and Light Refreshments (non- alcoholic) for business meetings and events attended by official guests (e.g., employees from another campus, students, donors, individuals being recruited for employment, visitors & volunteers) are allowable. It must serve a bona fide business purpose, and an agenda and list of attendees must be provided. There is an $80.00 limit per person for dinner that is all inclusive of tax, tip, etc.

Appendix B: Hospitality Examples

Following are examples of situations that meet the guideline requirements:

1. **Donor Cultivation and Appreciation** – When the University hosts an event for the purpose of generating the goodwill of alumni, donors and prospective donors, the cost of meals or light refreshments may be reimbursed.

2. **Meetings of an Administrative Nature** - When meetings of an administrative nature that are directly concerned with the welfare of the University are held, the cost of meals or light refreshments may be reimbursed. These may include CSU systemwide meetings of functional offices, Board of Director's meetings, meetings of the Academic Senate, extended formal training sessions, conferences, and/or meetings of appointed workgroups and committees. Strategic Planning events must have an agenda, purpose and deliverables.

    a. No reimbursement will be allowed when two or more employees from the same work location choose to go to lunch together to continue their business as an incidental part of the meal, or when the meeting could have been scheduled during normal working hours.
    b. On rare occasions, meals may be provided to certain employees during work hours as a non-taxable benefit. For example, a meal may be provided when an employee is required to stay on-premises during his or her entire work shift either because the person is required to work during that period or is on-call.

3. **State-Supported Events** - The cost of light refreshments may be reimbursed for state-supported events only when the meal is "essential" to the business objective, as defined above (section 2- b). Examples may include receptions held in connection with conferences, the launch of a campus initiative, systemwide training and fundraising events.

4. **Employee Recognition** - includes length of service awards presentations - When an individual has achieved a superior accomplishment (a team implemented a new program, a director led an initiative to great success, or 5-, 10-, 15-year Service Awards), the cost of light refreshments may be reimbursed.

5. **Employee Morale** – University may pay for or reimburse costs associated with official employee morale- building and appreciation activities that serve a business purpose. Under no circumstances may University funds be used for occasions such as employee birthdays, weddings, anniversaries, holiday gifts, or other occasions of a personal nature. Examples of official employee morale include the President's Picnic and Division Functions.

6. **Awards** - Examples of established award programs are CSUCI Employee of the Month, The Flying Dolphin Award, President Staff Award for Excellence, and The President's Teaching and Innovation Award Recipients. These are just a few examples, and it is not a comprehensive list of all awards.

   Examples of Unallowable Awards and Gifts:

   - Gift cards/Cash equivalents for services
   - Recreation memberships
   - Season tickets to sporting or cultural events
   - Gifts provided to employees in connection with birthdays, weddings, anniversaries, holidays, farewells, graduations and other occasions of a personal nature.
   - To pay for food and beverages or entertainment services that do not serve a bona fide business purpose

Examples of expenditures that are **not** considered Hospitality:

1. **Integral Grant Expenditures** - Expenditures for food and related items integral to a grant, e.g. a training grant that includes lunch for students or a "food bank" type of operation, are not hospitality expenditures.

2. **Supplies** - Expenditures for items such as water, paper products, etc. for outside visitors are exempt from this policy. These items are considered supply-related expenditures.

3. **Research Incentives for Sponsored Projects** - For gift cards for CSUCI Research Participation Incentives, please refer to the Purchasing Procedures for more information.