

## Division of Student Affairs

**DSA Area Name:** Vice President for Student Affairs office

**Effective Date:** October 1, 2018

**Procedure Number:** VPSA-p011.01

### Student Affairs Working Procedure on the Request and Approval of Hospitality and Incentives

**Intent:** To provide defined guidelines on the request and approval process for purchases of hospitality and incentives within the Division of Student Affairs (DSA) to ensure compliance with campus policy and Division operations. The campus Policy on Hospitality, Prizes, Awards, Gifts and Incentives will take precedence if there are is any language within this working procedure that conflict with the campus policy.

**Background:** The purchase of hospitality and incentives may be allowable based the situation/event, the benefit to the University and Mission, and funding source. The purchases must be reasonable and not extravagant.

**Accountability:** Area Heads/Associate Vice Presidents (AVPs) are responsible for review and approval of requests in their respective areas. The Vice President for Student Affairs (VPSA) or designee is responsible for review and approval of requests from the VPSA office and those that include the participation of the Area Heads/AVPs.

**Applicability:** Staff within the DSA who coordinate events and activities that include hospitality and incentives, and supervisors who approve the expenditures.

**Definition(s):** Hospitality is defined to include the following elements: Entertainment Services, Food and Beverage, Gifts, Awards and Prizes, and Promotional Items.

**Attachment(s):** Policy on Hospitality, Prizes, Awards, Gifts, and Incentives (Policy Number FA.01.005), DSA Hospitality and Incentives Request Form

**Procedure:**

Staff must receive prior approval from their supervisor prior to placing any orders for hospitality and incentives. The DSA Hospitality and Incentives Request Form must be completed and submitted for approval a minimum of three (3) weeks prior to the event/activity date. Please note that Conference and Events requires a minimum of a two (2) week lead-time if requesting campus resources (i.e. catering, space reservations, tables and chairs, etc.). This schedule will allow the DSA one (1) week for routing and approval. Quick schedules through 25Live are exempt from this timeline, as they do not require campus resources; however, they do need to be booked at least 48 hours in advance.

In lieu of individual approvals, a more general 'blanket' approval for purchases may be granted at the discretion of the area head. When this is granted, pro card users are required to assure that spending occurs within the guidelines established by their area head or supervisor.

The purchase of hospitality and incentives should be determined by the area budget and priorities. Approvers should also consider the campus budget climate, evaluate the importance of the expense in terms of the costs that will be incurred, the benefits to be derived from the expense, and any alternatives that would be equally effective in accomplishing the desired objectives.

Expenditures should be cost effective and in accordance with the best use of public funds, and/or the purpose for which the other funds are collected (e.g. Grants, Housing, ASI, etc.). To justify the use of public funds for students and prospective students, one must determine that the expenditure will benefit the education of students.

**CSU Fund 485 (operating fund; e.g. GDxxx)**

- Operating fund may not be used to pay for food and beverages for employee meetings attended only by employees of the same work location. This includes student employees.
- Operating fund may not be used to pay for alcoholic beverages, tobacco products, entertainment services or memberships in social organizations.

**Other University and Auxiliary Organization funds (other funds; .e.g. Foundation, Housing, ASI)**

- Other funds may be used to pay for alcoholic beverages, awards and service recognition, entertainment services, gifts, membership in social organizations and promotional items to the extent the purchases are not restricted by other applicable laws, regulations, or funding source agreements and conform to IRS code.
- Federal funds may not be used to purchase alcoholic beverages.

***Additional examples include but are not limited to:***

- Operating funds may not be used for food and beverages when only faculty or staff are present at a meeting, event or activity. (This would be an example of only people from CSUCI (same work location)).
- Operating funds may be used for food and beverages when outside individuals (e.g. guest presenters, keynote speakers, community partners, and/or donors) are invited to attend events (e.g. recognition ceremonies, division-wide trainings, etc.) or meetings that conduct official University business.
- Operating funds may be used for food and beverages (e.g. snacks and waters) for volunteer events/activities coordinated by programs (e.g. United Day of Caring, beach clean-up day).
- Operating funds may be used for food and beverages (e.g. cookies and water/lemonade) for Program or Center Open Houses to promote the services and programs (e.g. Outreach and Marketing).
- Operating funds may be used to provide snacks, coffee cups and accompanying supplies like cups, stirrers, sweeteners, etc. for Centers if the cost is part of a program and if the annual cost is reasonable. Utilizing non-GD901 funds over GD901 funds is preferable.
- Hospitality expenses that are of a personal nature and not related to the active conduct of official University business will not be paid or reimbursed. Examples include, but are not limited to, employee birthdays, weddings, anniversaries, and baby showers (regardless of source of fund).
- Memorial services, celebrations of retirement and farewell gatherings for employees separating with at least 5 years of service are permissible with morale funds or Other University and Auxiliary Organization funds.

For more information, please refer to the Policy on Hospitality, Prizes, Awards, Gifts, and Incentives. Expenditures must follow the procedures and guidelines in the policy. Inappropriate hospitality expenses charged to the Operating Fund will have to come from another appropriate funding source.

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10/4/18

Date

**Approved:**

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