



ASSOCIATED STUDENTS INC  
SF STATE UNIVERSITY

## Hospitality Policy

### Policy 103

Approved: 06/24/2003



## HOSPITALITY POLICY

### 1. DEFINITION OF HOSPITALITY

Activities that promote Associated Students Incorporated (ASI) to the public, usually with the expectation of benefit to ASI.

### 2. WHAT IS COVERED

Meals (catered or restaurant)

Refreshments (beverages, hors d'oeuvres, pastries, cookies, etc.)

Costs of attending civic, cultural entertainment or sporting events

1. Official host: employee representing ASI who hosts a meeting, conference or event
2. Official guest: person who renders a service to ASI, or is present at ASI meeting, conference or event at the invitation of the person authorized to host the activity, including ASI employees from another campus or the Chancellor's office. ASI employees are not considered official guests.

### 3. PERMISSIBLE CIRCUMSTANCES

A. Host 10 official guests

B. Meetings of a learned society or organization

- The costs of meals or light refreshments may be paid or reimbursed when ASI is the host or sponsor of a meeting of such

C. Retreats, meetings and business meals

- Meetings of an administrative nature must be concerned with the welfare of ASI
- Meals must be an integral and necessary part of the business meeting
- Meeting must take place over extended period of time and include working meal as part of the printed agenda
- Reimbursement will not be allowed:
  - a. When 2 or more employees from the same work location go to lunch to continue business as an incidental part of the meal
  - b. When the meeting could have been scheduled during regular working hours

D. Student-oriented meetings

- Cost of light refreshments may be paid or reimbursed when meetings between faculty or administrators and students are held for support of ASI sponsored student events and activities and student recruiting efforts

E. Prospective donors and donor cultivation

- Cost of meals or light refreshments may be paid or reimbursed when ASI hosts an event for the purpose of generating the goodwill of ASI donors or prospective donors

F. ASI receptions

- Also includes: employee recognition, length of service or retirement presentations; celebrations of ASI milestones; ceremonies honoring achievements by students or employees

G. Faculty/staff picnics, holiday gatherings and parties

- Cost of meals or light refreshments may be paid for employee functions provided it can be demonstrated that such functions serve a ASI business purpose.

4. HOSTING

- Cost of meals or light refreshments may be paid or reimbursed
- "Guests" may include visiting dignitaries, donors, ASI and CSU employees from another work location, prospective students or appointees for positions requiring specialized skills and/or experience of a professional, technical or administrative nature.
- Costs associated with spouse (or equivalent) of a guest or official host may be allowable provided such hospitality serves a bona fide ASI business purpose.
- Permissible examples include fundraising events, alumni gatherings, community and recruiting events.

5. MAXIMUM HOSPITALITY COSTS

Breakfast	\$15.00
Lunch	\$25.00
Dinner	\$40.00
Light refreshments	\$10.00

Buffet reception cannot exceed applicable meal allowance. Amounts include tax and service (i.e., tips).

- Exceptions must include written justification as to why the higher costs were unavoidable and necessary to ASI business purpose.
  - a Use "Authorization for Exception" form. (Found in ASI HR Department)
- ASI's President or Executive Director, in advance of the event/expenditure in most circumstances, may authorize approval of exceptions; restaurant meal exceptions may be made after the expenditure.

6. PAYMENT/REIMBURSEMENT OF HOSPITALITY EXPENSES

- a. Complete "Request for Payment/Reimbursement of Hospitality Expense" form (Found in ASI HR Department)
- Original itemized receipts or acceptable electronic receipts must support all requests for reimbursement.
  - a. Acceptable electronic receipt - one that contains the same information as that required for paper processing.
  - b. All meals require an itemized receipt as proof of payment. A credit card receipt alone is not enough.
- Documenting participants - 25 or fewer attendees
  - a. Requires documenting who attended the activity and their business relationship to Associated Students Incorporated. Include this with payment request.
  - b. Include name, title, department (if ASI or CSU employee) or affiliation must be documented or included on guest list.

- Documenting participants - 25 or more attendees
  - a. Need to be individually identified
  - b. Group must be named or described
  - c. Number (or for very large groups, estimated number) of participants documented
- Payment will be disbursed directly to the payee.
  - a. Payment shall not be disbursed to any of the individuals involved in the approval or payment preparation process.
  - b. Payments to vendors will be mailed directly to the vendor
- Using catering services
  - a. *Before* the event must submit the "Request for Payment/Reimbursement of Hospitality Expense" form to the HR Director, along with related requisition(s) and any vendor proposal(s) or estimate(s).
  - b. After the event official host and approving supervisor must request/authorize payment by submitting a completed & signed Stock Received Report.
  - c. The Associate Executive Director or Human Resource Director subsequent to ASI's President or Executive Director approval must give authorization.

#### 7. HOSPITALITY WHILE ON TRAVEL STATUS

- Travel Policy and Hospitality Policy are separate and distinct policies
- Traveler must claim hospitality expenses in accordance with the Hospitality Policy
  - a. Such expenses are to be documented on Hospitality form(s) not Travel Claim form(s).
  - b. Meals for hospitality must be separately justified from the normal meals for travel
  - c. A per diem meal must not be added to the travel expenses claim when a hospitality expense for the same meal has been submitted for reimbursement.

#### 8. TAX CONSIDERATIONS

- Any expense that would be considered taxable income to the employee by the IRS is *not* allowable under this policy, such as:
  - a. Activity not directly related to employee's job
  - b. Lavish or extravagant expense
  - c. Official host is not present when the activity takes place
  - d. Expense is not substantiated with supporting documentation
  - e. Business meals that are regular or routine

#### 9. OTHER CONSIDERATIONS

- Costs related to any type of tobacco or tobacco-products is strictly prohibited under this policy
- Costs related to alcohol products may be charged to accounts administered by ASI only if they are permitted by the agreement and are not restricted by the funding source or agency
- In the event a conflict between the terms of the fund and ASI policy, the stricter of the two policies shall apply

- Approving authority is responsible to determine whether hospitality expenses serve a bona fide ASI business purpose.

#### APPROVING AUTHORITY

- United to ASI 's Chief of Operations or Executive Director
  - a The Associate Executive Director or Human Resource Director subsequent to ASI' s President or Executive Director approval must give authorization.
- Responsible for ensuring that hospitality expenses conform to policy requirements; claims include appropriate supporting documentation; hospitality is restricted to allowable expenses and occasions
- ASI's President or Executive Director may only approve exceptions to the Hospitality Policy.

#### 10. GIFTS

May be permitted only if it can be demonstrated that the gift will benefit Associated Students Incorporated or will help meet its role as a good community citizen, and may include items given to foster goodwill such as:

- Promotional gifts, including
  - a. Tangible personal property that bears the logo of Associated Students Incorporated (t-shirts, mugs, pens)
  - b. Should be of minimal value (\$50 or less)
- Gifts for appreciation or recognition of service to Associated Students Incorporated, including tangible personal property.
  - a. Tickets to sporting, musical, theatrical events
  - b. Non-negotiable gift certificates
  - c. Memes such as a plaque, logo item of more than minimal value, book, etc.
  - d. Cost may not exceed \$250 per individual gift offered as an expression of sympathy, including flowers, candy, a book, etc
  - e. Cost is limited to \$75
- Requires a written justification as to why the higher cost or other deviation from policy is necessary to achieve an ASI business purpose.
- Document specific type and purpose of gift and special circumstances that require an exception to be made
- Document name of non-ASI individual or organization on whose behalf exception is sought
 

Use" Authorization for Exception" form (found in ASI HR Department)

  - a The Associate Executive Director or Human Resource Director subsequent to ASI's President or Executive Director approval must give authorization.
- Approval from ASI's President or Executive Director

#### *GIFTS MAY BE GIVEN:*

- Donors and potential donors
- Visiting dignitaries & scholars
- Volunteers (including students)
- Members of the local community

#### *RESTRICTIONS:*

- ASI employees or their relatives
- Any individual or organization associated either directly or indirectly with a political party, campaign, or candidate.

- Any group engaged in an attempt to influence legislation, elections, or referendums.
- Any person with whom a presenter has an outside business relationship, where a conflict of interest exists.

*GIFTS OF CASH ARE NOT PERMITTED*

*REQUEST FOR PAYMENT/ REIMBURSEMENT*

Complete "Request for Payment/Reimbursement of Hospitality Expense" form (found in ASI HR Department)

- Each request must include description of gift(s) with supporting documentation" including original itemized receipt or an acceptable electronic receipt.
- Except for promotional items of minimal value, a transmittal letter must accompany the gift on official ASI letterhead, which states that the gift was made on behalf of Associated Students Incorporated, and a copy of this is to be attached to the payment request form.
  - a When in the judgment of the Executive Director, it is not practical or appropriate for a formal letter to accompany the gift presented to a donor or potential donor the Associate Executive Director should prepare a statement so that effect and attach it to the request for payment or reimbursement, and include:
    - Name & title of person to whom gift was presented
    - Description and cost of gift
    - Reason why formal letter could not accompany gift
    - The Associate Executive Director or Human Resource Director subsequent to ASI' s President or Executive Director approval must give authorization.

*APPROVING AUTHORITY*

- Limited to ASI's President or Executive Director
  - a. The Associate Executive Director or Human Resource Director subsequent to ASI's President or Executive Director approval must give authorization.
- Responsible for ensuring that said expense(s) are conform to policy requirements; claims include appropriate supporting documentation; gifts are restricted to allowable expenses and occasions
- Exceptions to this policy must be approved by ASI' s President or Executive Director in advance of the event or expenditure
- Authority may not be delegated

11. AWARDS

Awards may be given to employees, due to:

- Length of service
  - a. Recipient must have completed at least five years of service
  - b. Recipient must not have received similar award in any of the prior four years
  - c. Must be awarded at meaningful ceremony and not be determined by classification
  - d. Cost is limited to \$250
- Work accomplishment
  - a. Employee-of-the-Month (Year)

- b. Distinguished Faculty Awards
- c. Awards must be occasional & infrequent.
- d. Must be awarded as part of a meaningful ceremony and not be determined on the basis of an employee's classification
- e. Cost is limited to \$250
- Retirement
  - a. Item of tangible personal property may be presented upon retirement of employee
  - b. Cost is limited to \$250
- Sympathy
  - a. Flowers, for example, may be presented in the event of the death or major illness of an employee or a member of the employee's household or family
  - b. Cost is limited to \$75

*EXCEPTIONS DUE TO HIGHER COSTS*

- Document specific type and purpose of gift and special circumstances that require an exception to be made
- Use "Authorization for Exception" form, found on ASI HR Department
  - a. The Associate Executive Director or Human Resource Director subsequent to ASI's President or Executive Director approval must give authorization.
- Obtain approval from ASI's President or Executive Director
- Justification and approval for an exception to the maximum rate must occur prior to the requisition or purchase being made.
- No employee award may exceed cost of \$400, under any circumstances.

*OTHER CONSIDERATIONS*

- Costs related to any type of tobacco or tobacco-products is strictly prohibited under this policy
- Costs related to alcohol products may be charged to accounts administered by ASI only if they are permitted by the agreement and are not restricted by the funding source or agency.

*PROHIBITED AWARDS*

- Any award that is taxable is prohibited, including, but not limited to:
  - a. Cash or negotiable gift certificates
  - b. Parking permits in excess of \$175
  - c. Transit passes in excess of \$65
  - d. Work related awards in excess of \$400
  - e. Recreation memberships
  - f. Season tickets to sporting or cultural events

*IRS GUIDELINES*

- All awards must conform to regulations in order to be excluded from gross income

*APPROVING AUTHORITY*

- Limited to ASI's President or Executive Director
  - a. The Associate Executive Director or Human Resource Director subsequent to ASI's President or Executive Director approval must give authorization.
- Responsible for ensuring that said expense(s) are conform to policy requirements; claims include appropriate supporting documentation; gifts are restricted to allowable expenses and occasions
- ASI's President or Executive Director in advance of the event or expenditure must approve exceptions to this policy.
- Authority may not be delegated.