

ASI & USU Hospitality Policy

PURPOSE

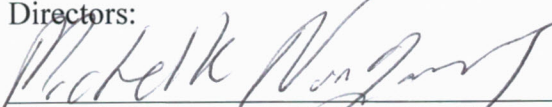
To clarify and establish procedures for Hospitality related expenditures for events hosted by Associated Students Inc. and the University Student Union. Chartered student organizations are not subject to the Hospitality Policy.

POLICY

In accordance with the requirements of the California State University (CSU), Associated Students Inc. (ASI) and the University Student Union (USU) of Stanislaus State ensure that the funds allocated towards hospitality are appropriately used, properly authorized, and substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations.

This policy was voted on and approved by the ASI Board of Directors on: August 28, 2018
This policy was voted on and approved by the USU Board of Directors on: August 23, 2018


The following signature by the ASI Vice President, verifies the approval of the ASI Board of Directors:



Michelle Nungaray, ASI Vice President

9/4/18
Date

The following signature by the USU Vice President, verifies the approved of the USU Board of Directors:



Jennifer Galeana-Vasquez, USU Vice-Chair

9/4/18
Date

* *This policy may be amended by a two-thirds vote of the ASI and USU Board of Directors.*

PROCEDURE

1.0 Definition(s)

- 1.1 Hospitality- The provision of meals or light refreshments (catered or at a restaurant), entertainment, promotional items, gifts, awards and service recognition, or other similar items.
- 1.2 Approving Authority- A person to whom authority has been delegated in writing to approve expenses in accordance with university policy and procedures.
- 1.3 Gift- Something of value given or bestowed upon an individual, group, or entity with the expectation of benefit accruing to the university for other occasions that serve a bona fide business purpose.

2.0 Hospitality Expenses

- 2.1 A hospitality form is required for each expense that is determined to be hospitality as defined above, that is provided to a particular entity or to the sole member(s) of an organization. The expense must be incurred for a specific outcome that can be demonstrated to be of benefit to the requesting organization and the university. In addition, the expenditure of funds should be cost effective and in accordance with the best use of ASI and/or USU funds.
- 2.2 Allowable hospitality expenses and occasions include but are not limited to:
 - 2.2.1 Host to official guests- meals or light refreshments may be purchased for official guests, including visitors and employees from other universities, donors, guest speakers, recruitment candidates, and members of the community.
 - 2.2.2 Official Meetings- When ASI or USU sponsor an official meeting, meals or light refreshments may be purchased.
 - 2.2.3 Receptions- Meals and light refreshments may be purchased for receptions held in connection with conferences, private fundraising events, banquets, ceremonies, employee recognition, length of service awards, retirement celebrations, and staff celebrations.
 - 2.2.4 Awards, gifts, donations- made to a deserving people or group (includes items such as gift cards, vouchers, trophies, etc.).
 - 2.2.5 Organizational or staff retreats
 - 2.2.6 Morale building functions- intended to enhance the job performance of individuals within the given organization.
- 2.3 Un-allowed hospitality expenditures:
 - 2.3.1 Personal Benefit- Hospitality expenditures that are of a personal nature and not related to the active conduct of official auxiliary or university business will not be paid or reimbursed. Examples include, but are not limited to, employee birthdays, weddings, anniversaries, and showers.
 - 2.3.2 Discrimination- Hospitality expenditures will not be paid or reimbursed for membership in social organizations, activities or entertainment services that discriminate based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, veteran status, or disability.
 - 2.3.3 Alcohol- Hospitality expenditures may not be paid or reimbursed for alcoholic beverages unless, under special circumstances, granted written permission by the ASI/USU Executive Director.
- 2.4 Student programs, activities, and events not subject to the Hospitality Policy:
 - 2.4.1 Student programs, activities, and events held with the purpose of engaging Stanislaus State students in campus life are not subject to the Hospitality Policy. This includes

raffles, fundraisers, entertainment, food/ beverages, vouchers, etc. open to the entire student body.

- 2.4.2 Events intended to unite the local Turlock community and alumni with Stanislaus State students (i.e. community events open to all Stanislaus State alumni, students, and the local community).
- 2.4.3 Expenditures for events intended to engage and welcome incoming Stanislaus State Students.
- 2.4.4 Apparel expenditures intended for recruitment, branding, or organizational uniform purposes.

3.0 Approval Process

- 3.1 Hospitality expenses must be pre-approved by the ASI/USU Executive Director using the hospitality form(s) attached. The signed form must be attached to the payment request (i.e. direct pays or check requests) prior to payment being processed.
- 3.2 Payment or reimbursement of hospitality must include documentation of the individual names, affiliations, and direct or indirect benefit to the university to be derived from the expense.
- 3.3 The organization's 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, and the availability of funds.
- 3.4 Individuals with delegated approval authority may not approve their own expenses.
- 3.5 When appropriate and necessary, the ASI/USU Executive Director may make a limited exception to the Hospitality Policy. The purpose of the exception must be documented and signed by the ASI/USU Executive Director.

4.0 Travel

- 4.1 If a hospitality expense occurs while traveling, a hospitality form does not need to be submitted due to the event and relevant expenditures having to be approved through the online Stanislaus State Concur system.