


University Executive Directive #11-02	Issue Date: May 2010
Subject: Reimbursement of Hospitality Expenses	Revision Date: March 16, 2012
Approved:  President	
Contact: Finance - 510 885-3638	

Authority:

This policy was developed in accordance with CSU Executive Order No. 761, Title 5 of the California Code of Regulations, the California Education Code, CSU Coded Letter HR 96-11, and the Budget Act.





#### IV. EXAMPLES OF ALLOWABLE PAYMENTS

Following are examples of allowable hospitality expense transactions, depending on the funding source (see Section II, *Exhibit A*).

- A. When the University hosts official guests. Official guests may include, but are not limited to, University employees from a different campus location, employees on official visits from another CSU campus, donors, prospective donors, employees of East Bay auxiliary organizations, and members of the community.
- B. When the University is the host or sponsor of a meeting of a learned society or organization.
- C. When the University is the host or sponsor of meetings of an administrative nature that are directly concerned with the welfare of the University, *and* the provision of hospitality is a necessary and integral part of the business meeting and not solely a matter of personal convenience. An example would be staff training sessions in lecture or laboratory settings that serve a clear University business purpose.
- D. When the University hosts receptions held in connection with conferences, meetings of a learned society or organization, fundraising events, meetings of student organizations and groups, student events such as commencement exercises or meetings of other University related groups such as alumni groups.
- E. When the University hosts receptions for the benefit of the morale of University employees, University employee recognition, length of service awards, or retirement presentations.

#### V. PAYMENTS NOT PERMITTED

- A. There shall be no payment of or reimbursement for expenses related to employee birthdays, weddings, and personal anniversaries.
- B. State legislative Budget Act appropriation items for capital outlay shall not be utilized for the payment or reimbursement of hospitality expenses.

#### VI. TERMS AND DEFINITIONS

Refer to the Section VII, NOTES for clarifying information.

“University” refers to California State University, East Bay. “State funds” refers to all monetary assets payable to or in the custody of California State University, East Bay. “State employee” refers to employees of CSUEB. “CSU” refers to The California State University. “State General Fund” refers to Budget Act appropriation items for Support of the CSU that are recorded in the General Fund. “Auxiliary organization” and “auxiliary organization in good standing” refer to any non-state entity that operates in compliance with the terms of leases and operating agreements under the administration of the campus president and in conformance with the rules of the campus president.

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California State University, East Bay  
Policy for Payment or Reimbursement of Hospitality Expenses from State Funds