



# HOSPITALITY FORM

Revised: February 9, 2024

Current Date: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_  
 Official Host Name: \_\_\_\_\_ Location of Event: \_\_\_\_\_  
 Number of Participants: \_\_\_\_\_ Meal Cost per Participant: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_

- Does the hospitality include official guests?  No  Yes (*Select options below*)
- CSU Employees from another CSU location
  - Community Members
  - Recruitment Candidates
  - Cadets
  - Donors
  - Sponsored Program Participants
  - Volunteers
  - Other : \_\_\_\_\_

If "No" please attach a list of participants and reference the hospitality policy for maximum meal limits.

Is this a recurring meeting?  No  Yes If yes, how often is the meeting held? Occurrence \_\_\_\_\_

Business Purpose: <i>(Please be detailed. Agenda required for employee only meeting.)</i>	
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Business Unit	Account	Fund	Dept	Program	Project	Class	\$ Amount

Type of Hospitality Expense ( <i>Mark all that apply</i> ):	Operating Fund	Auxiliary Fund / Trust Fund (Based on Trust Fund Agreement)
Birthday, wedding, anniversary, bridal/baby showers, bereavement gifts to employees	Not allowed	
Meals and light refreshments for meetings and events		
Employee awards/prizes, service recognition, or employee farewell awards and gatherings ( <i>must have at least 5 years of service</i> )		
Employee morale-building ( <i>must serve a business purpose</i> )		
Promotional items for official guests		
Promotional items for university employees		
Entertainment services		
Gifts to employees or official guests ( <i>must serve a business purpose</i> )		
Memberships in social organizations	Not Allowed	
Alcoholic beverages	Not Allowed	
Other ( <i>Describe</i> ):		

**AUTHORIZED SIGNER (APPROVING AUTHORITY):**  
*Expenses are in accordance with CSU Hospitality Policy*

**ADDITIONAL APPROVING OFFICIAL, if required:**  
*(Required when authorized signer and official host are the same person or when official host is the authorized signer's supervisor)*

\_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature: \_\_\_\_\_

\_\_\_\_\_  
 Signature: \_\_\_\_\_