

## APPENDIX A

### Per Person Rates for Meals, Light Refreshments and Alcoholic Beverages

Maximum rates for meals, light refreshments and alcoholic beverages for on-campus and off-campus meetings and events, including employee meetings.

Meal Type	Maximum per Meal Rates
Breakfast:	\$30
Lunch:	\$40
Dinner:	\$75
Light Refreshments:	\$30

Note:

- The above rates are inclusive of meals, sales tax, equipment fees, and delivery and service fees.
- The combination of light refreshments and a meal requires a one-up authorization.
- The rates will be increased on July 1 of each year (excluding July 1, 2019) by 3%, and will be issued by the Corporation business office. The Vice President of Administration & Finance will review the rates periodically and re-set the rates as they deem prudent.

## Common Types and Allowable Sources for Payment of Hospitality Expenses

<b>General Hospitality Expenses that may include meals and light refreshments, alcohol, membership in social organizations</b>	
<b>Allowable expenditures and/or occasions</b>	<b>Auxiliary Funds to the extent there are no restrictions by laws, regulations or funding source agreements</b>
Alcoholic Beverages, including tax, gratuity, service charges	Yes
Business Meetings attended by employees from other campus work locations or official guests	Yes
Business meetings attended only by employees from your work location	Yes
Commencement Exercises	Yes
Community Relations/Fundraising	Yes
Employee Morale/Recognition	Yes
Employee Meetings	Yes
Entertainment Expenses	Yes
Entertainment Services	Yes
Gifts with expectation of benefit or other bona fide business purpose	Yes
Memberships in social organizations	Yes
Personal Benefit: Memorial services, get well expenses, retirement celebration, farewells - minimum 5 years' service	Yes
Personal Benefit: Weddings, anniversaries, baby showers, and birthdays	No
Professional Organization Meeting	Yes
Promotional Items Employees	Yes
Promotional Items Non-Employees	Yes
Receptions (1)	Yes
Service Recognition - minimum 5 years	Yes
Spouses and Domestic Partners who attend a hospitality event and serve a CSU business purpose	Yes
Student Recognition events & commencement	Yes
Student Recruitment Efforts	Yes
Tobacco products	No
University hosts Official Guests, including employees visiting from another work location, students, donors, visitors and volunteers	Yes

(1) Hospitality permitted when the University holds receptions held in connection with conferences, meetings of learned society or professional organizations, meetings of student organizations, student events such as commencement and meetings of other CSU related groups.

**See Guidelines for conditions on particular types of expenses.**