

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

FISCAL POLICY

SUBJECT: Hospitality Policy

REFERENCE: SMSU Financial Policies Manual

The Santos Manuel Student Union (SMSU) Board of Directors established funds to cover hospitality expenses for SMSU programs and events. Use of the funds is for such things as food and beverages for training seminars, food and beverages for performers, student/volunteer recognition, employee retirement parties, flowers or cards for special occasions (i.e., get well wishes, bereavement, or new baby). It is not the intent of the Board to use these funds for birthday parties or other general social events.

Event and training meals for staff will be limited to instances where the training activity or event will be at least four hours in duration. A list of attendees receiving meals will be provided with all requests for disbursement of funds.

All requests for disbursement of funds must utilize the SMSU Hospitality Form and Auxiliary Hospitality Form..

Exceptions in extenuating circumstances may be granted by the SMSU Executive Director or designee; any such requests must be submitted and written approval received in advance of the event.

A report on the disbursement of Hospitality funds will be provided to the SMSU Board of Directors upon request.

HOSPITALITY FOR PUBLIC RELATIONS & DEVELOPMENT POLICY

Expenditures may be made from the corporation's funds for public relations and development purposes when the activities have direct benefit to the interests of the Santos Manuel Student Union. While such expenditures may include meals for Board members, SMSU staff or student staff involved in the activity, the primary rationale must reflect the overall benefit to the corporation.

Expenditures may be incurred for materials and supplies, meals, overnight lodging, participation fees and travel according to corporate fiscal and purchasing guidelines established for those purposes.

If an expenditure is to be reimbursed or charged to a corporate credit card, all fiscal policies relating to those procedures will apply. Payments made directly to service providers must also conform to purchasing guidelines. Names of individuals participating in the activity and or

receiving benefit from any expenditure must be listed on requests for payment.

PROCEDURE:

1. At least 10 days prior to the event, the SMSU Hospitality Form must be completed and submitted for approval to the department manager and/or the SMSU Executive Director.
2. Ensure that all event marketing includes food will be served.
3. Collect a list of all event attendees during the event.
4. Complete the Auxiliary Hospitality Form and submit for signature via AdobeSign with the SMSU Business Manager as the approver, and either the SMSU Executive Director or Director of Recreation and Wellness as signers. The list of attendees and a flyer specifying that food will be served must be attached.

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