



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

**TOPIC:** Hospitality Procedure updates – Effective Immediately

**DATE:** July 19, 2024

**TO:** Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

**FROM:** Sarah Hansen, Accounts Payable & Travel Manager

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Accounts Payable & Travel would like to inform you of updates to the Hospitality Procedures effective immediately. There are updated procedures, justification form and user guide.

These procedures are delayed in being finalized because of the additional efforts in making them as clear and complete as possible. We presented the changes at the March BPRT, held a small focus group in April to provide feedback, and sent a draft copy across campus in July to provide comments (VP Admin., Campus Resource Analyst's and Academic Support Program).

We had a successful Hospitality 101 training earlier this week and have scheduled another one for Wednesday, July 31<sup>st</sup>. Register for this training through our [Trumba](#) page. The training covers all that is new to the procedures and justification form as well as good reminders. There is room for 60 participants and the last training filled up fast. We plan to hold more Hospitality 101 trainings in the future.

We have listened and worked diligently to improve the Hospitality Justification Form and User guide as well.

The following is a summary of the changes and previously not enforced procedures:

### **Changes by Chancellor's Office**

- Scope – Removed 'Recognized student organizations are not subject to this policy.'
- Auxiliary Organization Funds – 'are subject to the same requirements as noted above (State Funds), however may allow for the purchase of ...
- Hospitality Justification Form – New section

### **What's New to Campus Procedures**

- Definitions – added several new definitions to provide clearer understanding
- Maximum Per-Person Rates – added 20% maximum gratuity/tip
- Awards and Prizes – New section for Students and Employees (significant addition)
- Matrix for Approvers – By Division
- Hospitality Expenses During Travel – New Section

- Appendix A & B – revised to provide clearer understanding

**Procedures Not Previously Enforced:**

- Employee Meetings – infrequent vs. frequent
- Hospitality types – Entertainment Services, Food and Beverage, Awards and Prizes and Promotional items. All four types require the New Justification Form
- Approval of Transactions – VP or Provost required for Recreational, Sporting or Entertainment Events; Spouse, Domestic Partner or Significant other of an employee; Above set per-person maximum rates; Gift card/certificate for employees and amounts above annual maximum.

**Contact Information:**

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, [aba-fin-ap-travel@csus.edu](mailto:aba-fin-ap-travel@csus.edu), ext. 86476.