

Hospitality Justification Form

Required for hospitality related expenses including, but not limited to, hosting, food and beverages, gifts, and promotional items.

I. Hospitality/Event Description

Description /Title of Event or Program

Date of Event Location/Venue of Event

List of Event Attendees *Attach a list if necessary*

List of official guests* *Attach a list if necessary*

Number of attendees

II. Hospitality expenses that may be paid from CSU Operating Fund (e.g. SL001), Miscellaneous Trust Funds, University Campus Program Funds, Cal Poly Corp. and Associated Students Inc. funding sources.

- | | | |
|--|---|---|
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Promotional items for non-employees | <input type="checkbox"/> Professional meeting |
| <input type="checkbox"/> Fundraising event | <input type="checkbox"/> Farewell gathering | <input type="checkbox"/> Memorial |
| <input type="checkbox"/> Student recruitment | <input type="checkbox"/> Outreach event | <input type="checkbox"/> Community relations |
| <input type="checkbox"/> Professional conference | <input type="checkbox"/> Student recognition | <input type="checkbox"/> Commencement |
| <input type="checkbox"/> Host University guest | <input type="checkbox"/> Business meetings attended by employees from another campus work location or official guest* | <input type="checkbox"/> Employee morale/recognition ** |
| <input type="checkbox"/> Student event | | |
- **Limited to no more than 12 times per year, per group.

III. Hospitality expenses that may not be paid from CSU Operating Fund (e.g. SL001) and may be paid from allowable Miscellaneous Trust Funds, University Campus Program Funds, Cal Poly Corp. and Associated Students inc. funding sources.

- | | |
|---|---|
| <input type="checkbox"/> Business meetings attended only by employees from your office ** | <input type="checkbox"/> Entertainment expenses |
| <input type="checkbox"/> Spouse and domestic partners who serve a bona fide business purpose | <input type="checkbox"/> Promotional items for employees |
| <input type="checkbox"/> Gifts provided with the expectation of benefit of bona fide business purpose | <input type="checkbox"/> Get well expenses |
| | <input type="checkbox"/> Alcohol - If yes, you may need to submit an ALCOHOL SERVICE REQUEST for approval |
- **Limited to no more than 12 times per year, per group.

IV. Chartfield / Direct Bill Information:

University (including University Campus Programs funds)

Fund DeptID Account Project Program Class

Cal Poly Corporation: Org Key Object Code: Associated Students Inc. PO#

V. Department Contact Information:

Name Email Phone

Reference information [Event Planning Guidelines Hospitality Policy](#)

* An Official Guest is a person invited by an Official Host to attend a University or Auxiliary meeting, conference, reception, activity or event. Examples of Official Guests include, employees visiting from another work location, students, donors, recruitment candidates, volunteers, members of the community, or media representatives.