

Hospitality Authorization Form

(please submit only one form per event)



A. Hospitality Description

Description /Title of Event or Program

List of Event Attendees

List of official guests*

B. Hospitality expenses that may be paid from Operating Fund (e.g. SL001), Miscellaneous Trust Funds, University Campus Program Funds and Cal Poly Corporation funding sources.

☐ Retirement

☐ Fundraising event

☐ Student recruitment

☐ Professional conference

☐ Host University guest

☐ Student event

☐ Promotional items for non-employees

☐ Farewell gathering

☐ Outreach event

☐ Student recognition

☐ Business meetings with official guests ***

☐ Professional meeting

☐ Memorial

☐ Community relations

☐ Commencement

☐ Employee morale/recognition ***

***Limited to no more than 12 times per year, per group.

C. Hospitality expenses that may not be paid from the CSU Operating Fund (e.g. SL001) and may be paid from allowable Miscellaneous Trust Funds, University Campus Program Funds and Cal Poly Corporation funding sources.

☐ Business meetings attended by campus employees only ***

☐ Spouse and domestic partners who serve a bona fide business purpose

☐ Gifts provided with the expectation of benefit of bona fide business purpose

☐ Entertainment expenses

☐ Promotional items for employees

☐ Alcohol

***Limited to no more than 12 times per year, per group.

D. Hospitality expenses incurred/estimated \$

CPSU and University Campus Programs:

Fund

DeptID

Account

Project

Program

Class

CPC:

Org Key

Object Code:

ASI:

P.O. Number

E. Requestor Information (Transactions less than \$250 are approved by requestor)**

Name

Department

Signature

Date

Email

F. Approving Official (Transactions \$250 or greater require approving official signature)**

Name

Title

Signature

Date

Email

* An Official Guest is a person invited by an Official Host to attend a University 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.

** Events \$250 or greater require approving official to hold a minimum employee classification of Department Head, Department Chair or Management Personnel Plan (MPP) or confidential. Events less than \$250 can be approved by any employee authorized by their department regardless of employment classification.

For more information on hospitality please refer to the [Hospitality Policy](#)