CSU Blanket Hospitality – Quick Guide

What It Is:

The Blanket Hospitality Form is a CSUSM-approved method for pre-authorizing recurring hospitality expenses that support official university business. It streamlines the approval process for routine or repeated events such as:

- Monthly team meetings with refreshments

- Ongoing donor or alumni engagement events

- Regular student engagement and recruitment sessions

Why Use It:

✅ Efficiency: One form covers multiple events.

✅ Compliance: Ensures all expenses meet CSU and CSUSM policy standards.

✅ Transparency: Provides a clear record of anticipated hospitality activities.

What to Include:

Name of Recurring Event (s)	Description
Business Purpose and Benefit to the University.	Clearly state the business reason for the hospitality (e.g., “Monthly staff development meetings”) and benefit to the University.
Timeframe	Indicate the period covered (e.g., July 1, 2025 – June 30, 2026). The timeframe can’t cross into another fiscal year.
Estimated Frequency	How often the events will occur (e.g., once per month). Please refer to Hospitality guidelines for the number of allowable events per FY.
Estimated Cost	Total anticipated cost for the period. For events where meals will be provided, please provide the cost per person per event.

Funding Source	Specify the account or fund (state funds, auxiliary, etc.).
Approvals	Must be signed by an authorized approver (e.g., department chair, dean). Please refer to the Hospitality Guidelines for proper approvals.

Important Reminders:

All expenses must be reasonable, necessary, and directly related to university business.

All supporting documentation should be attached to the Hospitality form at the time of submittal.

Keep receipts and documentation for all events covered under the blanket form so they can be presented at the point of payment.