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End-of-Year Gatherings – Hospitality

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Sent on behalf of: Accounts Payable

Hello Campus Community!

As we approach the holiday season, we want to ensure that all employee appreciation and end-of-year gatherings comply with CSU Hospitality Policy and CSUSM Hospitality Guidelines. Please review the following guidance before planning your events.

ALLOWABLE EXPENSES (WE RECOMMEND USING AUXILIARY FUNDS IF THEY ARE AVAILABLE):

Meals or Light Refreshments

- Permitted if the event serves a bona fide business purpose (e.g., employee morale, recognition, retention)
- Must be infrequent, reasonable, and appropriate to the occasion
- Working meals during extended meetings are allowable when integral to the agenda

Modest Recognition Items

- Small tokens of appreciation (e.g., certificates, pins) may be allowable if tied to service recognition

NOT ALLOWABLE:

Seasonal or Decorative Purchases

- Holiday decorations, themed props, or aesthetic items are not considered essential to the business purpose

Entertainment or Personal Items

- Items that appear primarily social or personal in nature

Rather than buying décor or aesthetic items, email **sustainability@csusm.edu** to join the Decorations Crowdsource Teams page!

Thank you for your time, consideration and support in this matter. Have a great rest of the year!

Accounts Payable

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