



HOSPITALITY JUSTIFICATION FORM

Required for hospitality related expenses including, but not limited to, hosting, food, beverages, gifts, and promotional items.
Attach this completed form to your Purchasing Card or Concur Travel Card Expense Report.

A. Name of Host and Description/ Title of Event (Attach a list of attendees if necessary)

Name of Host: _____ *Date of Event: _____

*Description/ Title of Event or Program: _____

Location/ Venue of the Event or Program: _____

List of Official Attendees and/ or Guests**: {Please attach another sheet with names if not enough room}

Attendee Type: ☐ Donor ☐ Student
(Choose at least one) ☐ Faculty/Staff ☐ Visiting Professor
☐ Group Event 10+ Attendees ☐ Other (please add business purpose for their attendance):
☐ Research Participant _____

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

☐ Commencement ☐ Meeting with official guest(s)** ☐ Student event
☐ Community relations ☐ Outreach event ☐ Student recognition
☐ Employee morale/recognition*** ☐ Professional conference/ meeting ☐ Student recruitment
☐ Fundraising event ☐ Promotional items (non-employee) ☐ University guest hosting
☐ Memorial ☐ Retirement/ Farewell gathering

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

☐ Alcohol (Approved [ALCOHOL SERVICE REQUEST](#) required) ☐ Gifts provided with the expectation of benefit of bona fide business purpose
☐ Business Meeting attended only by employees from your office*** ☐ Spouse and domestic partners who serve a bona fide business purpose
☐ Entertainment Expenses ☐ Promotional items for employees
☐ Get Well Expenses

D. Chartfield / Direct Bill Information (required for Campus Dining only):

University (including University Campus Program funds)						Cal Poly Corporation		Associate Students Inc.
Fund	DeptID	Account	Program	Class	Project	Org Key	Object Code	ASI PO#

Hospitality Food & Beverage includes catering and facility charges and taxes. Maximum allowed per person per category: Breakfast \$30, Lunch \$60, Dinner \$90.

Please refer to the Policy for Payment or Reimbursement of Hospitality Expenses Procedure Guidelines [here](#) for allowable sources for payment of hospitality expenses.

***Required field when attaching to Concur expense report, all other fields can remain blank**

** 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.

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