



SAN FRANCISCO
STATE UNIVERSITY

APPENDIX B
(Rev. 12/02/2002)

FUNDING SOURCE APPROVAL MATRIX

Official hospitality expenses may be paid from various University funding sources, subject to the rules outlined above. The following table summarizes funding sources for payment of Hospitality Expenses:

Hospitality Expenses	General Fund Appropriations <i>(See Footnotes)</i>	Special Funds <i>(See Footnotes)</i>	Auxiliary Organization Funds <i>(See Footnotes)</i>
Food and Beverages (other than Alcoholic Beverages) for Meeting Attended by Only the Employees of the Same Work Location	NO	YES	YES
Food and Beverages (other than Alcoholic Beverages) for Meeting attended by Official Guests and Official Hosts	YES	YES	YES
Alcoholic Beverages	NO	YES*	YES*
Tobacco Products	NO	NO	NO
Gifts (to Non-employees on behalf of the University)	NO	YES	YES
Awards (to University Employees)	NO	YES	YES
Promotional Items (to non-University employees)	YES	YES	YES
Transportation Expense (of official Guest and Spouse or Equivalent)	YES	YES	YES
Faculty/Staff Picnics & Holiday Gatherings	NO	YES	YES
Faculty/Staff recognition / length of service / retirement	NO	YES	YES
Faculty/Staff birthday, wedding, anniversary, farewell other than retirement	NO	NO	YES

General Rule

- The Approving Authority is responsible to determine whether hospitality expenses serve a bona fide University business purpose.
- In the event of a conflict between the terms of the fund (i.e. funding source) and the University policy, the stricter of the two policies shall apply.

Footnotes

Alcoholic beverages may be charged to Special Projects and Trust Funds only if they are permitted by the Trust Fund Agreement and are not restricted by the funding source or agency and there are no restrictions on the use of Auxiliary funding (e.g. Grants and Contracts) for these expenses. No alcoholic beverages may be purchased using Federal, Housing, Parking or Health Facility funds. No Tobacco products of any kind may be purchased, regardless of the funding source.

CSU Policy (HR 2001-02) prohibits reimbursement from State (i.e. University) funds for meal expenses “where attendance is primarily for public or community relations” purposes.