



Financial Services

Date: March 23, 2022

To: Campus Community

Via: Michelle Cardona *Michelle Cardona*
Interim Associate Vice President
Financial Services/Controller

From:

Ysabel Trinidad
Ysabel Trinidad
Vice President & CFO
Administrative Affairs

Joanne Mathew
Joanne Mathew
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Cal Poly Pomona Foundation, Inc.

E. Roosa Millar
Elizabeth Roosa Millar (Apr 7, 2022 13:15 PDT)
Liz Roosa Millar
Executive Director
Associated Students, Inc.

Douglas Nelson
Doug Nelson
Chief Operating Officer
Cal Poly Pomona Philanthropic Foundation

Subject: Hospitality Per-Person Meal Rates

In accordance with the CSU Hospitality Policy, ID 8543178, ICSUAM 01301.00, I hereby authorize the maximum per-person rates for hospitality meals and light refreshments specific to on-campus and off-campus employee meetings and recognition events.

Maximum Per-Person Rates for Hospitality Expenses

Hospitality	Meal Type	*Maximum Per-Person
(Includes catering, facility charges and taxes)	Breakfast	\$30.00
	Lunch	\$40.00
	Dinner	\$75.00
	Light Refreshments	\$30.00
	Hors d'oeuvres ¹	\$45.00

¹Hot or cold appetizers, in lieu of dinner meal service.

***Maximum Per-Person Rate:** Applies to employee meetings and recognition events which serve a CSU business purpose and are generally administrative in nature. The maximum rates are inclusive of meals, sales tax, equipment fees, and service fees. When hospitality expenditures exceed the per-person maximum, a justification** must be included with the request to process payment.

**Justifications do not automatically guarantee a reimbursement for the amount above the per-person rate.

For detailed information of when hospitality expenses are allowed using state-side funding, please refer to the resources available on the University Accounting Services website at <https://www.cpp.edu/fas/university-accounting-services/accounts-payable/hospitality.shtml>. Questions related to the state-side hospitality policy can be sent to cpp-ap@cpp.edu.