

**LOKER UNIVERSITY STUDENT UNION, INC.
HOSPITALITY EXPENSE POLICY**

Hospitality expenses shall be allowable consistent with the mission and fiduciary responsibilities of the Loker Student Union. Hospitality expenses must be directly related to and/or associated with official business to promote good will with the Loker Student Union in an effort to foster positive community relations, with no personal benefit to be derived by employees. Hospitality expenses shall be cost effective and conform to IRS regulations and shall be made in alignment with the Integrated California State University Administrative Manual (ICSUAM) policy number 1301.00, Hospitality, Payment or Reimbursement of Expenses.

Hospitality expenses shall be approved by the Director or their designee prior to the expense being incurred. Evaluation of hospitality expenses shall consider costs that will be incurred, the benefit to be derived, the availability of funds, and any alternative that can be equally effective in accomplishing the desired objective.

Transactions for payment and/or reimbursement of hospitality expenses shall be approved by the Director or their designee by completing the Hospitality Expense form.

Individuals with delegated approval authority may not approve their own expenses. Individuals may not approve the expenses of their supervisor.

Beneficiaries of hospitality benefits include students, prospective students, employees and their spouses and/or domestic partners, Board members and members of the University community involved in joint programming or advisory roles with the Loker Student Union. Allowable hospitality expenses include:

- Meals and/or light refreshments for meetings attended by employees, volunteers, and/or official guests
- Recruitment
- Recognition and appreciation
- Retirement and farewell gatherings for employees separating with at least five (5) years of service
- Memorial services for employees and volunteers with at least five (5) years of service
- Gifts and in kind gifts
- Conferences
- Hosting official guests
- Fundraising events
- Entertainment services
- Promotional items

The following expenses shall not be permitted:

- Employee or volunteer personal events such as birthdays, weddings, anniversaries, and baby showers
- Hospitality expenses related to activities or entertainment services that discriminate based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, veteran status, or disability
- Gifts of public funds to entities; public or private
- Tobacco products

Revised 11/2/2018
5/4/2018
Approved 6/03/16
LSU Board of Directors

This policy supersedes the Public Relations Policy.

Exceptions may be granted by the Director or their designee.