



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

**TOPIC:** Hospitality Policy updates – Effective Immediately

**DATE:** May 15, 2023

**TO:** Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

**FROM:** Sarah Hansen, Accounts Payable & Travel Manager

---

Accounts Payable & Travel is making the following updates to the Hospitality Policy.

- Maximum meal amounts- All rate levels will increase by \$10.
- Additional requirements for alcohol purchases for EMPLOYEE ONLY events.
  - Pre-approval by the Vice President/Provost is required for employee-only events where alcohol will be served
    - VP-hosted events do not need pre-approval
  - There will be a \$20/person cap for alcohol, and the total of all food and drink, including tax, gratuity, and service charge for meals, as noted in the hospitality policy, still applies.
    - This calculation is done for the total number of attendees, regardless if they drank alcohol
      - Example: Max limit for lunch is \$50/pp. 10 attendees x \$20 = \$200 max spent on alcohol, including tax and tip. That leaves \$30/pp for the food portion of the lunch, including tax and tip.
    - The alcohol should be charged on a separate transaction for proper tracking
    - Catered events are exempt, but maximum meal amounts in hospitality policy are still applicable
    - Foundation funds are the preferred funding source for alcohol hospitality, if the fund specifications allow for hospitality. Miscellaneous trust funds or special funds can also be utilized if the specifications allow for hospitality. Please refer to Appendix A in hospitality policy for more information about allowable funds.

### **Contact Information:**

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel [aba-fin-ap-travel@csus.edu](mailto:aba-fin-ap-travel@csus.edu), ext. 86476.