



BUSINESS EXPENSE REIMBURSEMENT / HOSPITALITY PAYMENT REQUEST

PAYEE (Make Check Payable To)			
Payee Name:	SFSU ID / Supplier #:		
Mailing Address:			
City, State, Zip Code:			
204 Form	On File	Submitted	Prepared by: Ext:

SELECT TYPE OF REIMBURSEMENT (MUST CHECK ONE):

NON-TRAVEL AND NON-HOSPITALITY BUSINESS EXPENSES (Up to \$1,000 Per Receipt)
Expense Date(s):
Purpose of Expense:

HOSPITALITY EXPENSES		
Date of Event:	PO #:	Location:
Official Host*:		Number of Participant:
Purpose of Event:		
NOTE: Attach list of names, titles, and affiliation, if the group is 25 or less participants		
NAME(S) - USE SEPARATE SHEET IF NEEDED	TITLES(S)	AFFILIATION / ORGANIZATION / SFSU DEPT

* Official host and approver may not be the same person.

CHARTFIELD INFORMATION						
ACCOUNT	FUND	DEPT ID	PROGRAM	CLASS	PROJECT	AMOUNT
_ _ _ _ _ _ _	_ _ _ _ _ _ _	_ _ _ _ _	_ _ _ _ _	_ _ _ _ _	_ _ _ _ _ _ _ _	_____
_ _ _ _ _ _ _	_ _ _ _ _ _ _	_ _ _ _ _	_ _ _ _ _	_ _ _ _ _	_ _ _ _ _ _ _ _	_____
_ _ _ _ _ _ _	_ _ _ _ _ _ _	_ _ _ _ _	_ _ _ _ _	_ _ _ _ _	_ _ _ _ _ _ _ _	_____
					TOTAL	_____

CERTIFICATION / AUTHORIZATION TO PAY			
I CERTIFY THAT THIS IS A TRUE STATEMENT OF EXPENSES INCURRED FOR OFFICIAL UNIVERSITY BUSINESS IN ACCORDANCE WITH THE UNIVERSITY POLICIES, AND THAT THE ABOVE EXPENSES ARE APPROPRIATE AND ALLOWABLE CHARGES TO, AND AUTHORIZE PAYMENT FROM THE ABOVE ACCOUNT(S).			
Requestor:	Department:	Signature:	Date:
Approver:	Title:	Signature:	Date:
ORSP Approver:	Title:	Signature:	Date:

DISBURSEMENT	
Mail Check	Pick-Up Check
Email:	Ext.:

AP USE ONLY			
Invoice #:	Voucher #:	Check #:	Check Date:

WHAT IS A BUSINESS EXPENSE REIMBURSEMENT REQUEST?

The Business Expense Reimbursement Form is a vehicle used for non-travel reimbursement payments made directly to university employee or non-employee. While campus members are encouraged to use the Procurement Card (P-Card) for allowable University expenditures, they may occasionally require to purchase goods using their personal checking account or credit card. Campus members can then seek reimbursement from the University by submitting a reimbursement form with necessary approvals and appropriate supporting documentation.

For detailed information on allowable hospitality and other business related expenses, please refer to the [Hospitality Policy](#) and [Reimbursement Practice Directive](#). Due to tax reporting, individuals may not pay for and in turn seek reimbursement for services from another party. Those expenditures must be routed and paid directly by the University to the vendor / supplier via a purchase order or a direct payment request.

WHAT IS REQUIRED?

- Invoice or itemized receipts demonstrating payment has been made
- Proof of Payment – e.g. Bank statement, copy of the front and back of the cancelled check for payments made by check
- Signature of Requestor
- Signature of department official(s) with delegated approval authority
 - Approvers may not approve business related expenses of a person to whom they direct report.
- **New vendors or payee who do not have a Supplier ID in CFS:** They must submit a completed Data Record form (204 Form) Vendor Coordinator via inter-campus mail (ADM 358) or fax (844-850-8189).
- Event / Expense details (e.g. purpose, amount, date, participants, location)
- **Exception to Hospitality Policy or Reimbursement Practice Directive:** If the request is submitted over 90 days of expenditure (or event) or hospitality expenses have exceeded the maximum rates, requestor *must* submit an [Authorization for One-Time Exception to Policies/Practice Directive form](#) that is signed by the appropriate Vice President or Provost.

USEFUL INFORMATION:

- Maximum Rates for Hospitality (tax and service included):

MEAL	MAXIMUM RATES (PER PERSON)
Breakfast	\$20.00
Lunch	\$30.00
Dinner	\$50.00
Light Refreshment	\$15.00

- Hospitality Program Codes:

TRANSACTION	PROGRAM CODES
Food	2010
Entertainment	2020
Event Supplies	2030
Facility Rental	2040
Gifts to Non-Employee	2050
Award to Employee	2060
Sympathy Gift	2070

- Funding Source Approval Matrix:

HOSPITALITY EXPENSES	OPERATING FUND (CSU FUND 485)	SPECIAL FUNDS
Food & Beverages (other than Alcoholic Beverages) for Meeting Attended by Only the Employees of the Same Work Location	NO	YES
Food and Beverages (other than Alcoholic Beverages) for Meeting attended by Official Guests and Official Hosts	YES	YES
Alcoholic Beverages	NO	YES
Tobacco Products	NO	NO
Gifts (to non-employees on behalf of the University)	NO	YES
Awards (to University Employee)	YES	YES
Promotional Items (to non-University employees)	YES	YES
Transportation Expense (of official Guest and Spouse or Equivalent)	YES	YES
Faculty / Staff Picnics & Holiday Gatherings	NO	YES
Faculty / Staff Recognition / Length of Service / Retirement	YES	YES
Faculty / Staff Birthday, Wedding, Anniversary, Farewell Other than Retirement	NO	NO