

**From:** [Jill Heath](#)  
**To:** [pcbodist@covote.csusm.edu](mailto:pcbodist@covote.csusm.edu)  
**Subject:** [Pcbodist] Hospitality Reminders  
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**Attachments:** [ATT00001.txt](#)

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## **Partners in Campus Business Operations Hospitality Reminders for Employee Recognition & Year-End Events**

### ***Sent On behalf of: Hospitality***

Dear Campus Community:

Please keep in mind the following when submitting Hospitality requests for your employee recognition and year-end events:

- Your event must have a clear business purpose and benefit the University
- Include a meeting agenda and/or an event flyer
- Align with Hospitality Guidelines and procedures
- Align with the Mission and Values of the University
- If the event includes items listed under Special Circumstances, please be sure it is vetted in advance with appropriate management. Special circumstances are:
  - Recreational and sporting events
  - Alcohol, regardless of the total expense
  - A spouse or domestic partner of an employee

If you have any additional questions or need assistance, please contact us at [hospitality@csusm.edu](mailto:hospitality@csusm.edu).

Thank you.

Hospitality

[hospitality@csusm.edu](mailto:hospitality@csusm.edu)



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