



Please note the following:

- One (1) form is required per event
- An event which takes place over multiple consecutive days is considered one event
- One (1) form may be submitted for multiple dates of the same event type

Requestor Info	
Full Name: Requestor Name	CSUSM Email: Requestor Email
Department: Name of the department putting on the event	

Hospitality/Event Info	
Description/Title of Event or Program:	WGYLM resource fair and other compassion related events are organized by our office. We also host tables at off campus conferences to promote matters of well-being.
Please explain the business purpose of this expense and the benefit to the CSU:	Business purpose and benefit to the University
Event Start Date: 02/06/2023	Event End Date: 02/28/2023
Location/Venue of Event: CSUSM campus and other various locations	

Attendee or Recipient Type (Please check all that apply)	
<input type="checkbox"/> Donor	<input type="checkbox"/> Spouse or Domestic Partner
<input checked="" type="checkbox"/> Faculty, State and Auxiliary Staff, Student Assistants	<input checked="" type="checkbox"/> Student
<input checked="" type="checkbox"/> Official Guests	<input type="checkbox"/> Student Athlete
<input type="checkbox"/> Research Participant	<input type="checkbox"/> Other

Will there be Food and Beverage at this event? No


Will there be Alcoholic Beverages at this event? No

Are gift cards part of the event? No

Hospitality Categories and Funding Information (Please check all that apply)	
<input type="checkbox"/> Awards and Service Recognition	<input type="checkbox"/> Memberships in Social Organizations (Auxiliary funding only)
<input type="checkbox"/> Bereavement Gift Expenditures	<input type="checkbox"/> Participation Incentives – Research funded survey/study or student participation in events
<input type="checkbox"/> Community Relations	<input type="checkbox"/> Participation Incentives – other (Auxiliary funding only)
<input type="checkbox"/> Donor Gifts	<input type="checkbox"/> Professional Conference, Meeting, or Reception
<input type="checkbox"/> Employee Business Meetings	<input checked="" type="checkbox"/> Promotional Items
<input type="checkbox"/> Employee Morale and Recognition	<input type="checkbox"/> Recreational and Sporting Events (Athletics only)
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Student Recruitment, Engagement, or Recognition

Chartfield Information						
Number of Chartfields: 1		**If you have more than 3 Categories and/or Chartfields, please attach Excel file.				
1. Payment Method: ProCard (Must be allowed per ProCard guidelines)						
	Fund	Dept	Program	Class	Project	Amount
	00000	0000				\$ 2000.00
Vendor(s): 4 Imprint and other university approved printers						
2. Payment Method:						
	Fund	Dept	Program	Class	Project	Amount
						\$
Vendor(s):						
3. Payment Method:						
	Fund	Dept	Program	Class	Project	Amount
						\$
Vendor(s):						
						Hospitality Expenses Estimate: \$ 2000

Required Attachments if applicable or if not previously attached:

 Please attach an agenda, flier, invitation, or event announcement and for smaller events, a list of attendees.

If this is a Catering event, please attach the Catering estimates/quotes for all expenditures and cost per person.

**Please note that ALL Caterers must be selected from the [CSUSM Corporation Approved Caterers List](#).

Reminders:


Please make sure to choose an allowable payment method based on procedures/guidelines (e.g. Use ProCard as first option for allowable items, no Direct Pay for services, Purchase Order for services and anything with an agreement.)

Direct Pay – An approved copy of this form must be attached to the [Direct Pay Form](#)

ProCard – An approved copy of this form and the itemized receipt for purchases must be attached to the monthly reconciliation statement

If using a catering service other than Sodexo over \$250.00 a First Right of Refusal is needed from Sodexo.

If providing promotional items or participation incentives that cannot be fulfilled by the bookstore and that have a CSUSM logo, wording, lettering, or imply affiliation with CSUSM a First Right of Refusal is needed from the bookstore.

 I have read the information above and acknowledge that I have the responsibility to complete future actions

**SHILEY HAYNES INSTITUTE
FOR PALLIATIVE CARE**

AT CSU SAN MARCOS

February 1, 2023

This hospitality form is to request approval to purchase trademarked, promotional items for campus events that the Shiley Haynes Institute for Palliative Care at CSUSM office coordinates. We also host tables at conferences held off campus to promote our office/services. The value of each promotional item will not exceed \$25 per person, per event.

With these expenditures we shall replenish our supply of branded promotional give-away items that we use to publicize and advertise our activities as a campus teaching, learning, and community education institute with a mission of advancing palliative care education, training, and access. We offer these items to students, staff, faculty, and community members at events where we table, share informational brochures, and provide community education on palliative care and advance care planning. These giveaway items are needed for events like our own annual campus events (The What Gives Your Life Meaning™ campaign and our yearly Palliative Care Professional Conference); statewide CSU events, like the annual CSUSHIPC National Symposium For Academic Palliative Care Education and Research upcoming in early March 2023; and local community education events, such as the biannual SD County LiveWell “Successful Aging” events and local city-sponsored wellness and healthcare resource fairs.). These expenditures are needed due to low supply of goods and above all due to the rebranding of our office from the “Institute for Palliative Care at CSUSM” to the “Shiley Haynes Institute for Palliative Care at CSUSM.” Thanks to the Shiley Foundation’s generous philanthropic support of our statewide, sister Institute, we are obliged to update our own branded giveaway items. As the world reopens from the pandemic, we need to be prepared for our participation in multiple community education events in which we participate. These expenditures will keep us in adequate supply of promotional materials for the next 1-3 years. We would like to invest in these resources while we have funds available. Thank you for your cooperation and consent.