

Business Meal Approval Form Directions

* The Business Meal Approval Form (BMAF) must be completed and fully approved **before** any money is spent. *

Requesting Approval of Hospitality Expenses

- 1) Before filling out the form, the department must refer to the CSUB Hospitality Policy and ensure that the expense in question meets the requirements. https://www.csub.edu/bas/paymentsservices/_files/hospitality_policy.pdf
- 2) A completed Business Meal Approval Form (BMAF) and original, itemized receipt(s) must be approved before any money is spent and submitted with the expenditure paperwork for the purchase of **all food and drink, including water**.
- 3) The requesting department is responsible for providing adequate documentation, including a Business Meal Approval Form (BMAF) and detailing how the request meets the requirements detailed in the Hospitality before seeking the appropriate approvals.

Approval of Hospitality Expenses

- 4) Before approving the Business Meal Approval Form, the Administrator (MPP) and Vice President should review the request and backup, and confirm that the expense conforms to the CSU's mandate that all expenses are:
 - a) Necessary and
 - b) Appropriate to the occasion and
 - c) Reasonable in amount and
 - d) Serves a purpose consistent with the mission and fiduciary responsibilities of the CSU.
- 5) The President's (or delegate's) approval is required on any BMAFs for the following expenses:
 - a) For recreational, sporting or entertainment events
 - b) For a spouse, domestic partner or significant other of an employee
 - c) For any expenses above the set per-person maximum rates

Required Documentation

- 6) **Department submits an approved Payment Request (any of the following):**
 - a) Direct Pay Form - To Pay Vendor Directly
 - b) Direct Pay Form - To Reimburse Employee
 - c) Approved, Detailed Invoice, including the Purchase Order number listed.
- 7) **All Payment Requests must include**
 - a) Original, itemized receipts/invoices.
 - b) A list of attendees (or list of invitees if the group is large), with **their relationship to CSU/CSUB**.
 - c) Description of event & related business purpose. Include location, date, time. (Attach an invitation if possible.)
 - d) Calculation of per-person meal cost (including food, beverages, labor, tips, sales, delivery fees, or other service fees. **The maximum tip allowed by the CSU is 20%. Deduct all service fees & delivery fees before calculating the tip!**)

Watch the training video on how to fill in this form: <https://csub.techsmithrelay.com/NSHQ>