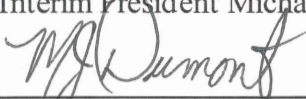




<b>Policy Number:</b>	AF 01-003
<b>Policy Administrator:</b>	Vice President for Administration & Finance
<b>Policy Initiator:</b>	University Controller
<b>Authority:</b>	ICSUAM 1301.00 – Hospitality Policy
<b>Effective Date:</b>	3/4/2022
<b>Revised Date:</b>	11/27/2023
<b>Approved:</b>	Interim President Michael J. Dumont
<b>Approval Signature:</b>	

**Hospitality Policy**

**Purpose:**

This Policy establishes the process and responsibility to comply with the California State University (CSU) Hospitality Policy 1301.00.

**Scope:**

This policy applies to all campus employees, students, and others on official university business.

**Accountability:**

The university Vice President for Administration and Finance and their designees are responsible for the administration of the Hospitality and other related policies.

**Policy:**

Cal Maritime requires all campus employees, students, and others on official university business to adhere to the California State University [Hospitality Policy](#).

**Maximum Rates for Hospitality**

The maximum per person expenditures for individuals being entertained and for a University employee who is the official host or who is a participant at the request of the official host, shall not exceed the following amounts:

- Breakfast      \$45.00
- Lunch            \$60.00
- Dinner          \$110.00
- Light Refreshment \$30.00