### SUMMARY OF D11 CHANGES
- Administrative Guidelines for Implementing President's Directive 11
- D11 Documentation and Approval Form

### ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING PRESIDENT'S DIRECTIVE 11

<table>
<thead>
<tr>
<th>Section</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>Authority</td>
<td>Changed CSU Administrative Manual Section 1301.00 title to Hospitality</td>
</tr>
<tr>
<td>Definitions – Old Guidelines</td>
<td>Created/changed definition title from Definitions to two different definitions sections titled &quot;Directive 11 Category Definitions&quot; and &quot;Policy Definitions and moved the different definitions to their respective section.</td>
</tr>
<tr>
<td>Hospitality (D11) Category Definitions – New Guidelines</td>
<td>Removed reference to Titan Excellence Awards. Food and Beverage – added “Food and beverage expenses for meeting that occur on a regular or frequent basis are not permitted. Only infrequent meetings (meetings that occur no more than 12 times per year) are allowed to have food and/or beverage expenses as long as it serves a business purpose.” per new CSU restriction. Food and Beverage – added receptions for the benefit of employee morale to the list of permissible hospitality events. Fundraising – Removed the restriction on using State funds for fundraising events. Fundraising – Added the requirement that the Hospitality (D11) form with expenses identified in this category, must be approved by the Vice President of University Advancement or their designee.</td>
</tr>
<tr>
<td>Implementation</td>
<td>Added the California gift of public funds doctrine definition and overall guidelines for hospitality expenses in the first paragraph of this section</td>
</tr>
<tr>
<td>Funding Source</td>
<td>Combined Operating Fund (Fund 485) and Fund 948 (other than Fund 485) into new State Funds funding source definitions and examples of what State funds may and may not be used for. All State Funds may be used for pay for Food and Beverage expenses for authorized Events attended only by University Employees and Non Student Awards (Use to be restricted to all funds but the Operating Fund).</td>
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</tbody>
</table>
- Revised Funding Source for Payment of Approved Hospitality Expenses matrix with revised funding source names and allowable D11 Expenses by funding source.
- Revised Maximum Per-Person Rates for Hospitality Meals and Light Refreshments policy reference by adding the new restriction for meeting that occur on a regular or frequent basis not being permitted.

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<td><strong>Section</strong></td>
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<td>Form Header</td>
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| Description/Definitions | • Added the following sentence to the Food and Beverage category: Food and Beverage expenses for meeting that occur on a regular or frequent basis are not permitted.  
• Added the following to the Fundraising category: Expenses in this category require this form to be approved by the Vice President of University Advancement or their designee.  
• Changed Fund Restrictions to **All Funds Allowed** for **Non Student Awards** and **Food and Beverage at Events Attended Only By University Employees**.  
• Changed Fund Restrictions to **Auxiliary Funds** for **Entertainment Services, Gifts, Memberships in Social Organizations, and Alcoholic Beverages**. |