

Chico State Enterprises Announcements
Tuesday, March 16, 2021

CSE Gift Cards and Miscellaneous Virtual A/P Tips

As we continue to work remotely and hold virtual staff meetings, workshops etc., our Accounts Payable (A/P) team is receiving an increasing number of inquiries regarding gift card purchases and meal reimbursements. The following is updated policy guidance as well as clarification of processing instructions for transactions via email.

Gift Cards

CSU and CSE Employees

Purchases of gift cards or gift certificates, including those for meal delivery services, from CSE administered funds are not allowed for either CSU or CSE employees. This restriction is because both the employee and CSE as the employer are required to make payments on such amounts to the IRS which would involve complex tax reporting, monitoring and would require additional staff resources. Any additional compensation to CSU or CSE employees from CSE administered funds must all be processed through CSE Payroll.

Non-CSU and Non-CSE Employees

The purchase of gift cards or gift certificates for individuals who are neither employees of CSU nor CSE may be allowable depending upon the funding source. Please be aware that if allowable, gift cards and gift certificates are subject to 1099 tax reporting and will need to be tracked throughout the fiscal year by the department or program distributing the gift cards or gift certificates to the recipients.

Business Meal Reimbursements

Reimbursements for business meals must be purchased originally by the employee and reimbursement requested via an approved check request. The request should contain evidence of payment (an itemized receipt marked paid) and the required Hospitality information including date, time, location and business purpose. To qualify as a reimbursable business meal, the meal must be a necessary and integral part of the business meeting and is subject to the hospitality limits from page 3 of CSE’s Hospitality Expense Policy:

Meals

Meals must be modest, reasonably priced, and appropriate to the business purpose.

Maximum Per-Person Rates for Hospitality Meals and Light Refreshments

Meal Type	Maximum Per-Person*
Breakfast	\$25
Lunch	\$30
Dinner	\$60
Light Refreshments	\$20

**The maximum per-person calculation includes total cost of food, beverages, labor, sales tax, delivery fees, or other services fees. When hospitality expenditures exceed the per-person maximum, an exception must be approved by the appropriate Dean or VP.*

Miscellaneous Tips and Instructions for Virtual A/P and Procurement Services

- For general accounts payable related questions, please email cseaccountspayable@csuchico.edu.
- Please continue to use: cseacr@csuchico.edu; ufcr@csuchico.edu; farmcr@csuhico.edu; and sprcr@csuchico.edu to submit approved check requests (CR) only. *Please keep virtual work organized and save the CR and its supporting documentation as one PDF file.* The CR should be page 1 of the attachment. If paying a new vendor, the PDR should be attached separately. If the payee reports taxes under a social security number, leave this field blank. Provide a phone number and email address for the vendor and communicate that AP will contact them to obtain. Thank you.
- Please use this email for Purchase Orders (csepo@csuchico.edu)
- Please use this email for P-card packets (csepcard@csuchico.edu)
- For vehicle reservations, please use (csevehiclereservations@csuchico.edu) to submit requests and ask related questions. All travel related expenditures must be pre-approved by CSE CEO Mary Sidney or CSU, Chico President Hutchinson.
- For additional information on Virtual AP and Procurement Operations please review CSE Announcement [Updated CSE Business and Purchasing Processes to Support Shift to Virtual Operations and Services](#).

Thank you for your continued support and assistance!

CSE Accounts Payable