

Policies and Procedures

Responsible Unit	Financial Services
Last Reviewed/Updated	December 2019
Approving Sector Head	Associate Vice-President Finance and Treasurer
Policy	Hospitality Policy

The purpose of this policy is to provide direction on reasonable hospitality expenses in support of the University's mission while maintaining controls for accountability.

E1. General

- .01 Hospitality expenses will be considered reimbursable provided they are authorized, reasonable, documented and directly related to or associated with university business.
- .02 Hospitality expenses supported by research grants or contracts must comply the specific terms and conditions of the grant or contract or defer to the University policy. Please note that some funding sponsors / agencies do not permit charges for hospitality. Researchers will be personally responsible for any non-allowable hospitality expenses.
- .03 Hospitality is considered to occur when:
 - i. Hosting an external individual or group; or
 - ii. Activities which involve only employees/students.
- .04 An "external individual" means guest, visitor, alumnus/alumna, donor or benefactor.

E2. Approval

- .01 Hospitality expenses are approved for reimbursement by one administrative level higher than the employee claiming reimbursement.
- .02 Hospitality expenses that are payments to a third party or vendor must be approved by one administrative level higher than the most senior employee present. If the President is present, the expense will require the review and approval by the Chair of the Board.
- .03 The approver is responsible for ensuring that claims meet this policy and are for University purposes only.

.04 Original signatures are required.

E3. Responsibility

.01 The most senior person in attendance shall be responsible for paying the hospitality costs.

.02 Upon review and approval by the individual approving the expense and the appropriate Vice President, if the hospitality expenses are not in compliance with this or other applicable University policies and are not considered reasonable by those approving the expense, individuals shall be personally responsible for expenses.

.03 All claims submitted will be reviewed for compliance to policy. Claims will be returned to the employee or approver to make changes directly to any claim not adhering to University policies. The claim may also be directed to the Associate Vice President Finance and Treasurer, the Vice President Finance and Admin and CFO or the appropriate Vice President when items claimed do not comply to this and other University policies.

.04 If gifts to visitors form part of the event, they will be tokens of appreciation of modest value offered at the discretion of the person and authorized by a Vice President.

E4. Hospitality while hosting external individuals

.01 The following activities are eligible for reimbursement (but are not limited to):

- i. Guest lecturer
- ii. Receptions following a public lecture
- iii. Seminar, workshop, or conference where sponsorship/fees support the activity
- iv. Meeting with research collaborator or industry partner
- v. Meeting with donor
- vi. Donor recognition events
- vii. Recruitment related events
- viii. Alumni events
- ix. University organized events

.02 Eligible costs include:

- i. Food and beverage
- ii. Modest gift for the guest(s)
- iii. Travelling costs for the guest, if required and must follow University Travel Policy
- iv. Honorariums of modest value (these are considered taxable)

.03 The number of employees, students, and external individuals being entertained should be kept to a number appropriate for the activity. As a guideline, the following will be used for reimbursement:

- i. A single guest – a maximum of the guest and three employees.
- ii. A guest accompanied by their spouse/partner – a maximum of the guest, spouse/partner of the guest, and two employees.
- iii. A group of guests – total number should be pre-approved by a Dean, Executive Director, Vice Provost or Vice President.

.04 Food and beverage costs must be reasonable for the activity. A general guideline would be the following with tax and tip included :

- i. Breakfast - \$25 per person
- ii. Lunch - \$35 per person
- iii. Dinner - \$50 per person

E5. Departmental Work Meetings

.01 Work meetings are those primarily attended by employees/students/stakeholders and include workshops, training sessions, and planning meetings where the meeting continues through a normal mid-morning/afternoon break or lunch.

.02 When scheduling meetings that are to include food or beverage, the University purpose and frequency must be considered before incurring such expenses.

.03 Meals for employees will be considered a personal expense when the meeting could be held in the office and not during normal meal periods. Explanation for the offsite meeting must be provided with the reimbursement request. The allowable expense must also follow the University Travel Policy.

E6. Departmental Social Functions

.01 With prior written approval by a Dean, an Administrative Executive Director, Associate Vice President, Vice Provost or Vice President, existing budget funds may be used to provide a modest subsidy for employee social functions.

.02 All subsidies for events cannot exceed \$35 per employee per year. This includes all function costs including (but not limited to) renting facilities, ticket purchases, food and beverages, hospitality costs, taxes and applicable tips.

.03 Alcoholic beverages for department social functions will not be reimbursed.

E7. Departmental Hosted Student Functions

.01 Departments wishing to hold a social event for students which include food or beverage may do so once per academic year.

E8. Alcohol

- .01** Except as noted below, alcohol will not be reimbursed. Where allowable, it is expected that the consumption of alcohol will be modest.
- i. Specified donor meetings or events where there is an expectation that the University will receive value.
 - ii. Alumni events organized by the Advancement office.
 - iii. Conferences/events where sponsorship and/or fees are collected and cover the cost of the alcohol.

E9. Expense Claims

- .01** Claims must be accompanied by original detailed receipts, with proof of payment indicated or shown separately, and must identify:
- i. the name(s) of the person(s) entertained, and
 - ii. their university or organization affiliation, and
 - iii. a description of the hospitality activity.
- .02** Gratuities are allowable expenses. A general guideline is 15% but gratuities should not exceed 20%.