

## **ADMINISTRATIVE PROCEDURES**

### **HOSPITALITY (Policy Statement: Hospitality)**

#### **Purpose**

The purpose of the Algonquin and Lakeshore Catholic District School Board administrative procedures for hospitality claims is to establish criteria and procedures for the reimbursement of hospitality expenses incurred by appropriate staff while performing duties on behalf of the Board.

#### **References**

*Education Act*  
*Broader Public Sector Expense Directive*

#### **Definitions**

**Hospitality** - The provision of food, beverages, accommodation, transportation or other amenities at Board expense. Hospitality does not include functions offered solely for the benefit of employees or people engaged to work for the Broader Public Sector organization or any Ontario Government Ministry.

#### **Procedures**

##### **1. Reimbursement of Expenses**

Reimbursement is subject to the following parameters:

- 1.1 Approval of the Director of Education or a Supervisory Officer is required prior to incurring hospitality expenditures.
- 1.2 Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate Board business or is desirable as a matter of courtesy.
- 1.3 Reimbursement for the reasonable cost of alcohol is permitted for hospitality events. The cost of alcoholic beverages should not exceed the cost of food.
- 1.4 Acceptable hospitality events include, but are not limited to:
  - 1.4.1 School openings and milestone anniversaries
  - 1.4.2 Graduation ceremonies
  - 1.4.3 Volunteer recognition events (for example: Beacons of Hope)
- 1.5 Token gifts of appreciation valued up to \$50.00 may be extended to persons in exchange for donated services. Gifts above \$50.00 must be approved by the director or chair of the Board as appropriate.

2. **Consultants and Other Contractors**

In no circumstances are hospitality, incidental or food expenses considered as allowable expenses for consultants and contractors in any contract between the board and a consultant or contractor. Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

3. **Reporting**

- 3.1 Timely submission of expenses is an important accountability factor. Expenses must be submitted for payment on a timely basis and should be within one month of occurrence. Claims for reimbursement must be made using either the Expense Claim or the Travel and Professional Development Claim found online. The claimant must attach all original detailed receipts with their copy of the claim for submission to the Supervisor for record management. Credit/debit slips must be accompanied by the original receipts.
- 3.2 All hospitality expense claims must be approved by the Director of Education/Supervisory Officer, as appropriate. Approvers are prohibited from approving their own expenses. Expenses for a group can only be claimed by the most senior person present.

**Appendices**

**Forms**

**Associated Documents**

Approved: March 26, 2013

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Reviewed: April 2019