

POLICY STATEMENT

HOSPITALITY

Rationale

The Algonquin and Lakeshore Catholic District School Board supports the provision of approved hospitality expenses incurred on behalf of the Board to foster the development of partnerships and community relationships. The Board actively partners with individuals, communities, and organizations to build engaging learning environments.

Guiding Principles

- Hospitality expenditures incurred are associated with the goals and objectives of the Algonquin and Lakeshore Catholic District School Board and can only be approved by the Chair, Vice-Chair, Director of Education, and Superintendents.
- School Board expenditures for hospitality to facilitate Board business must be reasonable, appropriate and transparent.
- This policy applies to all expenditures from all sources of funding.
- Appropriate accounting procedures, reporting mechanisms and approvals are to be in place to ensure hospitality expenditures are in compliance with established administrative procedures.

References

Education Act

Broader Public Sector Expense Directive

Income Tax Act

Travel and Expense Reimbursement Policy and Administrative Procedures

Administrative Procedures

Hospitality

Approved: March 26, 2013

Reviewed: April 25, 2017

Reviewed: April 2019

Reviewed: January 2023