

Hospitality

When Hospitality is Allowed:

⇒ Hosting a guest of the University (Hospitality expenses for guests are limited to the cost of meals and beverages).

Examples

- Sponsoring formal conferences for business and industry
- Public interest groups
- Labour groups
- People from charitable organizations
- Potential/existing donors
- Honouring distinguished people for exceptional public service
- International and government officials
- Distinguished guests from the private sector
- Pursuing commercial contracts/agreements

⇒ Employee only events (expected to be rare and must be pre-approved by the area VP or the President).

Examples of Eligible Events

- Work sessions that unavoidably extend beyond normal working hours
- Employees participate in strategic meetings of significance to the University
- Support strategic discussions led by senior leadership
- Expenses related to planning or business meetings (retreats) held off-campus for University employees

Examples of Ineligible Events

- Holiday or social gatherings
- Celebrations with employee teams or students

Alcohol at Hospitality Events

Authorization to serve alcohol at a hospitality event will be obtained from the University President in advance.

Submitting your Claim

⇒ List of all attendees (including guests) and purpose of event must be included in submission.

⇒ Pre-approval must be submitted with expense claim.

⇒ Detailed receipt is required.

⇒ Tipping is limited to a maximum of 15%.

Note: This document is meant as a useful guide for employees submitting expenses. It is not meant to replace the expense procedure. Any contradictions between this document and the expense procedure, the expense procedure will take precedence.