

## Hospitality for student events

November 2022

### Hospitality

Hospitality expenses include the provision of food, and beverages paid out of University funds for events or meetings. The hospitality section in Ontario Tech University's expense policy is written to ensure hospitality expenses are incurred in an appropriate and reasonable manner consistent with the Broader Public Sector (BPS) Expenses Directive. This Directive requires that all universities maintain certain levels of accountability and transparency in the oversight and administration of their expenditures.

### Hospitality for student events

The general purpose of an appropriate hospitality event should be the development of relationships or partnerships that align with Ontario Tech's vision and mission. For University hosted student events that meet these criteria, hospitality is allowed. We have listed the acceptable examples where hospitality can be extended to students below. We have also listed examples where hospitality to students is not appropriate. As always, we remind all stakeholders, the University's funds should be spent wisely on goods or services that benefits the University.

### What are examples of events where hospitality can be extended to students?

Examples of eligible hospitality include student recruitment, orientation events, events to encourage student engagement, award ceremonies, student and alumni networking/ career connections; alumni relations; donor identification; events hosting external guests of the University; full day planning sessions; promotion of faculty programs and internal commercial opportunities.

### What are examples of events where hospitality cannot be extended to students?

Examples of ineligible expenses include individual recognition for awards; short meetings planned over a mealtime; a meal to celebrate a job well done; a meal to reward a group for their hard work; a meeting with a researcher (PI) and their student(s); and social gatherings.

### I do not know if my planned event or meeting is appropriate to extend hospitality.

If you are unsure if hospitality will be appropriate as per our policy, please ask Finance when the event or meeting is being planned. Please send your inquiries to:

[finops@ontariotechu.ca](mailto:finops@ontariotechu.ca) or [ben.suter@ontariotechu.ca](mailto:ben.suter@ontariotechu.ca)

Finance's goal in managing expenditures is to ensure we are following both our own expense policy and the Broader Public Sector (BPS) Expenses Directive. We aim to be fair and consistent in managing University expenditures.

**What is the appropriate amount to spend per person on the event?**

As guideline we recommend the maximum to be spent per head on an event is as per our per diem rates from the expense procedures. We do encourage spending to be as efficient and economical as possible.

Breakfast \$15.00

Lunch \$22.50

Dinner \$37.50

**What do I need to submit with my expense claim?**

Expense claims must clearly document the purpose of the event, an agenda of the event, along with the names and affiliation of attendees.