

From: [Brad MacIsaac](#)

To: _____

Cc: _____

Subject: Meals at Events

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As we approach the end of the term, we want to remind everyone that expensing for hospitality purposes must be used in a responsible manner that serves to advance the University's mission and mandate.

Please remember that employee events, either dining out or dining in, has limitations as per our [expense procedure](#). Even if a business meeting occurs during the meal it is still not necessarily allowed.

Hospitality for Employee Events- the following limitations are applied in regards to hospitality for University employees:

- a. Refreshments, meals, or both may be offered to employees who participate in work sessions that unavoidably extend beyond normal working hours. These expenses need to be pre-approved by the respective unit Vice-President or equivalent;
- b. Expenses related to planning or business meetings (retreats) held off-campus for University employees must be pre-approved by the President. This is intended to support strategic discussions led by senior leadership; and,
- c. Hospitality may be extended on behalf of the University when employees participate in strategic meetings of significance to the University. Such meetings are expected to be rare, and are to be pre-approved by the respective Vice-President or equivalent.