

Name: University Policy on Hospitality and Entertainment Expenses
Policy Number: 4-3014
Origin: Financial Services
Approved: February 9, 2009

Employees shall be personally responsible for expenses which exceed reasonable limits or

For example, an internally-organized golf event may have a small number of employees, invited at no charge, who have specific duties associated with the golf event.

Unallowable Expenses

Certain hospitality and entertainment expenses are not eligible for reimbursement. Following are examples of expenses that are not eligible.

a) Employee functions:

Expenses incurred in relation to the following events are considered to be personal in nature and therefore not reimbursable:

Christmas and holiday receptions, parties, luncheons, meals or other gatherings except where sponsored by the University and made available to all employees.

Celebrations of birthdays, weddings, births, showers, or other similar functions.

Retirement and farewell receptions for University employees except where approved by the President.

The costs of these functions are the personal responsibility of the individuals participating, or the personal responsibility of the employee(s) sponsoring the invitation.

The University allows the use of its facilities for such functions subject to availability, operational requirements and prior approval of the relevant department head.

b) Political Activity

Political activity is subject to a separate [policy](#). Political expenses, for example the purchase of political event tickets or attendance by University officials at a political fundraising dinner, are personal in nature and will not be reimbursed by the University.

Exceptions

In extraordinary circumstances, a limited exception may be approved by a member of the Executive Management Group. In such cases, expenses still have to be reasonable in amount, be approved in advance of spending and have funding from an existing budget. If reimbursement will be made on a [Reimbursement form](#), supporting documents of the advanced approval will be required.

Auditing

Financial Services will conduct regular compliance audits and report to the Executive Management Group. Hospitality and entertainment expenses are also subject to audit from external agencies.