



Title	Hospitality Policy
Policy Area	Operations – Finance
Policy Number <i>(to be assigned by Information Services)</i>	E.1.1
See also <i>(related policies)</i>	Alcohol Policy Travel Policy

Effective Date of Policy:	March 28, 2006
Approval Date:	March 28, 2006
Applies to:	Board of Governor Members, Employees, and also extends to other individuals associated with the College and/or working on behalf of the College
Approving Body:	Board of Governors
Supersedes/New:	Travel Policy and Guidelines, Purchasing Department Procedures Manual, dated June 28, 2005
Authority	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

Primary Office	Contact
Vice President, Finance and Administration	Vice President, Finance and Administration

Policy Statement

Okanagan College recognizes that in certain circumstances the provision of hospitality is conducive to the successful conduct of college business affairs.

The purpose of this policy is to facilitate reasonable hospitality and entertainment expenditures that support the college's activities and adhere to its Mission and Values while maintaining financial responsibility and accountability. As a public institution employees must exercise reasonable care and judgment in incurring hospitality and entertainment expenses.

This policy applies to all members of the college community seeking reimbursement for hospitality and entertainment expenditures.

All rates applicable to this policy are reflected in Appendix A which may be amended from time to time.

Policy Details

1. Hospitality and Entertainment

Hospitality for official guests will typically take the form of refreshments or meals, but may include social or recreational activities, and should be undertaken involving a minimum number of employees. Official guests may include visiting lecturers, visitors from foreign countries, representatives from external organizations, visitors from other educational institutions, potential donors, individuals assisting in the development of new programs, business and community leaders, prospective employees attending a formal interview.

Public accountability as well as limited budgets require employees to exercise particular care when incurring and approving hospitality and entertainment expenses. Hospitality and entertainment costs must be reasonable.

Reimbursement shall be for the actual costs incurred in accordance with the guidelines listed in Appendix A. Expenses that are anticipated to exceed the guidelines must either have prior approval from the supervisor who normally signs their expense claim forms or is a clear condition of the position held (member of the Board, Executive, Dean or Director).

Alcohol is an allowable expense when served with meals and receptions.

2. Business Meeting Expense

2.1 Meals

Meals may be provided during meetings or business lunch meetings may be held away from the meeting or office area where it is essential that business discussions not be interrupted or where it is unavoidable to meet over a meal period. Providing meals at business meetings that only involve college employees should be an exception rather than regular occurrence, and such costs must be reasonable.

When the business meeting involves only college employees alcohol is not an allowable expense.

Reimbursement shall be the actual costs. A guideline for these expenses is listed in Appendix A.

2.2 Refreshments and Light Snacks

Provision of refreshments and snack food for meetings involving only employees is discouraged in situations where meetings are conducted in the location where a majority of those employees normally work. However, refreshments (coffee, tea, water, juice) and light snacks (muffins, doughnuts) may be served for meetings of two hours or longer.

3. Employee Celebrations

For formal presentations, employee recognition events and other employee celebrations, hospitality may include meals and social activities. Alcohol is an allowable expense only on special occasions and when served with meals or at a reception.

Reimbursement shall be for the actual costs incurred in accordance with the guidelines listed in Appendix A. Expenses that are anticipated to exceed the guidelines must either have prior approval from the supervisor who normally signs their expense claim forms or is a clear condition of the position held (member of the Board, Executive, Dean or Director).

4. Coffee, Tea and Water Cooler Expense

Each department is responsible for providing their own coffee/tea/water and supplies. A department will not be allowed to fund their coffee/tea/water from their department operating budget.

5. Wine

When permissible to provide wine, it is college policy to serve British Columbia wine when available at a reasonable price.

Procedures

6. Expense Claim Procedures and Requirements

6.1 Expense Claim Forms

The Expense Claim forms are necessary to initiate payment of expenses incurred on college business by employees. The employee is responsible to ensure that all claims for reimbursement are accurate, conform with college policy and that all expenditures are supported by original receipts.

Each claim must include the following:

- Date, function and group involved
- Itemize all expenses
- Original, dated expense voucher(s) or receipt(s)
- Original signature of the claimant
- Approval and signature of the next reporting level of authority

All claim forms should be forwarded to the Financial Services Department within 10 working days after the event.

6.2 No Receipt

If a receipt cannot be obtained or if the receipt has been misplaced, the claimant should submit with the expense claim the following signed declaration:

"RE: Original Receipt

I certify that _____ (describe receipt in detail) has been lost or misplaced. These expenses were incurred by me on college business on _____ (date) and are billable to Okanagan College.

I have not and will not claim reimbursement for these expenses from any other source.

Signature of claimant: _____ Date: _____."

Appendix A

Restaurant Meals and Business Meeting Expense Guideline

The guideline for the normal maximum allowance per individual for restaurant hosting and business meeting expense will be (exclusive of taxes and gratuities of not more than 15% of the total bill):

- a) Breakfast - \$12.00 per person;
- b) Lunch - \$20.00 per person;
- c) Dinner - \$40.00 per person.

Catering Expense Guideline

The guideline for reimbursement for catering will be (exclusive of taxes and gratuities of not more than 15% of the total bill):

- a) Breakfast - \$12.00 per person;
- b) Lunch - \$20.00 per person;
- c) Dinner - \$40.00 per person;
- d) Receptions - \$18.00 per person.