

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Hospitality Expenses

EFFECTIVE DATE: December 15, 2009

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

This policy applies to all employees and members of the Board of Governors.

2. PURPOSE AND PRINCIPLES

2.1 The purpose of this policy is to provide guidance to the Board of Governors and all employees in incurring hospitality expenses, and in being the recipient of hospitality.

2.2 This policy is the cornerstone to managing the reimbursement of expenses, and in achieving fair and reasonable practices across the College.

2.3 This policy is developed following the "Travel, Meal and Hospitality Expenses Directive" issued by the *Management Board of Cabinet (November 2004 (revised August 2006))*.

3. POLICY

3.1 Hospitality is the provision of food, beverages, accommodation, transportation, or other amenities at public expense to persons who are not engaged in work for the College. Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate College business or is considered desirable as a matter of courtesy.

3.2 Hospitality may be extended on behalf of the College when:

- (a) engaging representatives of other colleges, the broader public sector or private business, in discussions on official matters and college business; or
- (b) sponsoring formal conferences/dinners for representatives of other colleges or business partners; or

- (c) conducting ceremonies that are attended by community leaders and distinguished persons from the private sector and public sector.
- 3.3 Functions that are exceptions to the above must have prior approval of the President.
- 3.4 Hospitality expenses are appropriate for functions attended only by Canadore employees when the expenditure is covered by revenue generated outside of the General Purpose Operating Grant, other Ministry of Training, Colleges and Universities funding, and student fees.
- 3.5 Where hospitality events are extended by the College, and where the event includes vendors (current or prospective) to the College, prior approval from the President must be obtained to ensure that the event does not give preferential treatment to any vendor.
- 3.6 Acceptance of hospitality from vendors (current or prospective) by the College may constitute a conflict of interest, and may therefore be prohibited. Prior approval from the president must be obtained to ensure there is no conflict of interest.
- 3.7 Hosts of hospitality events must ensure that hospitality expenses are recorded, and that records contain the following information for each function:
 - (a) the form of hospitality (breakfast, lunch, dinner, reception, refreshments);
 - (b) the reason for the event, and appropriate approval;
 - (c) the names of individuals entertained, their titles and company name, and their relationship to the College;
 - (d) name and location of the event; and
 - (e) the cost supported by detailed receipts.

4. ROLES AND RESPONSIBILITIES

4.1 Board of Governors

The Board of Governors is responsible for the initial approval of the policy and all subsequent amendments.

4.2 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5. EVALUATION

This policy will be reviewed by the Board of Governors every 3 years.