



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 – Serving and Consumption Travel Policy and Procedures Signing Authority Policy Human Resources Guidelines for Reimbursement – Selection Committees

Effective Date of Policy:	October 1, 2014
Approval Date:	September 30, 2014
Applies to:	Board of Governor Members, Employees, and also extends to individuals working on contract with the College
Approving Body:	Board of Governors
Supersedes:	Hospitality Policy approved March 28, 2006
Authority	<i>College and Institute Act</i>

The following are responsible for the administration of this policy:

Primary Office	Contact
Vice President, Employee and Corporate Services	Vice President, Employee and Corporate Services

Policy Statement

Okanagan College recognizes that in certain circumstances the provision of hospitality is conducive to the successful conduct of College business affairs. Public accountability as well as limited budgets require that employees exercise particular care when incurring and approving hospitality expenses.

Policy Details

1. Application

- 1.1 Hospitality means the provision of food and beverages, social or recreational activities, events and functions, and gifts (for external guests) in support of the educational or business activities of the College. Hospitality normally involves:
 - a) hosting of an external guest(s); or
 - b) employee focused activities such as work meetings, social functions and awards.
- 1.2 External 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, and prospective employees attending a formal interview.
- 1.3 This policy applies to the members of the Board of Governors, employees, and individuals under contract working for the College (collectively referred to as “employees”).

2. Guiding Principles

- 2.1 As a publicly funded institution, the College is accountable for the effective and efficient use of its resources. Hospitality expenditures must be reasonable, support the College’s activities, adhere to the Okanagan College Mission, Vision and Values, and maintain financial responsibility and accountability.
- 2.2 Hospitality for external guests will typically take the form of refreshments or meals, may include social or recreational activities, and should be undertaken involving a *minimum* number of employees as circumstances require.

3. Hospitality Expenditures

- 3.1. Hospitality expenditures in support of the College’s activities will be reimbursed subject to this policy and provided that the expenses are:
 - a) properly approved;
 - b) reasonable - a reasonable expense is deemed to be based on sound judgment, prudence and moderation; and
 - c) appropriately documented.

Guidelines for these expenses are listed in Appendix A.

4. Meals and Refreshments

4.1 Meals and Working Lunches

- 4.1.1. Providing meals at meetings that *only involve College employees* is an exception rather than a regular occurrence, and shall occur only when such a meeting is unavoidable.

- 4.1.2. Alcohol is an allowable expense when hospitality is extended to external guests and when served with meals and at receptions.
- 4.1.3. Alcohol is not an allowable expense, except when pre-approved by the Executive for formal celebrations, when the meeting, meal or function only involves College employees.

4.2 Refreshments and Light Snacks

- 4.2.1. Provision of refreshments and light snacks for meetings involving only employees is discouraged.
- 4.2.2. However, refreshments (coffee, tea, water, juice) and light snacks (muffins, cookies, etc.) may be served for meetings of two hours or longer, or when the meetings are outside of regular College hours.

4.3 Beverage Expenses

- 4.3.1. On a day-to-day basis employees are responsible for providing their own beverages for their personal consumption. These expenses are not to be funded by departmental budgets.

5. Employee Formal Celebrations

- 5.1. For Executive-approved formal functions, such as presentations, employee recognition events, long-term service awards, retirement celebrations or other employee celebrations, hospitality may include meals and social activities. Alcohol is an allowable expense only when approved by the Executive, served with meals or at a reception and meets the terms of the *Alcohol Policy*.

6. Employee/Volunteer Appreciation Events

- 6.1. Meals may be provided for employee/volunteer appreciation or special group events, at the discretion of a Leadership Team member, and with the pre-approval of the appropriate Vice President or the President
- 6.2. These events, which include seasonal celebrations, should not occur more than twice per year per department or portfolio.
- 6.3. Alcohol is not an allowable expense for such events.

Procedures

7. Hospitality Expense Claim Procedures and Requirements

7.1 Expense Claims

- 7.1.1 Reimbursement shall be for the actual costs incurred in accordance with the guidelines listed in Appendix A.
- 7.1.2 Expenses must be claimed by the person with the most senior position classification in attendance at a meeting.

- 7.1.3 Where expense claims are submitted that vary significantly from the guidelines in the *Hospitality Policy*, a note must be included from the approver explaining the reason for the variance and the variance must be approved by the appropriate Vice President or the President.
- 7.1.4 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 complete, accurate and conform to College policies.
- 7.1.5 Gratuities are at the employee's discretion to a maximum of 15% of the pre-tax expense.
- 7.1.6 Expense claims shall be completed in full and submitted to the Financial Services Department within 30 days of the event or incurrence of expenses.

7.2 No Receipt

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



Declaration Form
Lost Receipts - Expense Claim/VISA

The employee should submit the signed Declaration with his/her Expense Claim or VISA Statement.

One Declaration Form should be used for each lost receipt.

I certify that:

- a) the original receipt has been lost or misplaced, and that I have attempted to obtain a duplicate receipt from the vendor but have not been successful;
- b) I have not and will not claim or receive reimbursement for this expense from any other source; and
- c) this expense was incurred by me on College business, meets College policies and is billable to the College.

Details of the expense:

Describe Item: _____

Vendor Name: _____

Vendor Location: _____

Transaction
Date: _____

Transaction Amount: _____

Employee Name _____

Employee Signature

Date

Supervisor's Signature

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 gratuities and tax):

- a) Breakfast - \$15.00 per person;
- b) Lunch - \$20.00 per person;
- c) Dinner - \$40.00 per person.

Gratuities are at the employee's discretion to a maximum of 15% of the pre-tax expense.

Catering Expense Guideline

The guideline for the normal maximum allowance per individual for catering will be (exclusive of gratuities and tax):

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

Gratuities are at the employee's discretion to a maximum of 15% of the pre-tax expense.