

F23.0 HOSPITALITY EXPENSES

PURPOSE

This policy establishes spending guidelines for hospitality expenditures. For the purpose of this policy, hospitality expenditures will include all costs that may be incurred by an employee while conducting the *Society's* business with:

- (a) on-site guests of the *Society*
- (b) off-site guests of the *Society*
- (c) employees of the *Society* attending training or development sessions and,
- (d) candidates on prearranged visits for employment interviews.

POLICY

This policy is designed to control costs and to expedite the reimbursement process for employees.

PROCEDURE

1. All approved hospitality expenditures will be coded to expense code 5025 (Meeting Expense). The expense code that best represents the nature of the expense will be the code used.
2. Funds to offset hospitality expenditures will come from the department or program that has incurred the cost. It is therefore important for managers to consider this cost when developing their annual budget.
3. It may be possible to obtain additional funding for staff training or development when the *Society* deems the cost necessary. In these situations an application and cost submission should be forwarded to the Executive Director for consideration, not less than five working days before the event is scheduled to begin. If the application is approved, then the appropriate hospitality budget will be adjusted.
4. The department head will authorize and approve claims for reimbursement of personal expenditures made on behalf of the *Society*. Claims in excess of one hundred dollars will require the signature of the Executive Director.
5. When large gatherings are planned, the expenditure may be billed directly to the *Society*, by completing a Purchase Requisition in advance of the event.