



## Hospitality and Food Expenses

**Board Received:** November 28, 2016

**Review Date:** December 2020

### Accountability:

1. Frequency of Reports – As needed
2. Criteria for Success – Only hospitality and food expense claims compliant with this procedure are processed

### Principle:

Expenditures for meals and hospitality must be reasonable and transparent with appropriate accountability and reporting mechanisms based on system-wide policies.

This procedure establishes criteria and procedures for the reimbursement of expenses incurred by senior staff members while proffering hospitality on behalf of the Board. Hospitality expenses should be necessary and reasonable. Where specified, prior approval of a supervisor or the Board is required before the expense is incurred if it is to be eligible for reimbursement.

Food should only be provided for Board staff, at a cost to the Board, when it is appropriate and reasonable. The Grand Erie District School Board assumes no obligation to reimburse expenses that are not in compliance with this procedure.

### Administrative Procedures:

1. The Board will reimburse superintendents and the Director for hospitality expenditures submitted on the Travel Expense Claim Form subject to the following parameters:
2. **Definition**
  - 2.1. Hospitality is the provision of food, non-alcoholic beverages, accommodation, transportation, or other amenities at Board expense.
  - 2.2. All hospitality at Board expense may only be extended by a Superintendent or the Director.
  - 2.3. Unless otherwise approved, hospitality should only be provided to individuals not employed by the Board, except in the instances covered by 2.5 (i) below.
  - 2.4. Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate Board business or is considered desirable as a matter of courtesy.

- 2.5. Hospitality may be extended on behalf of the Board when;
  - i. Recognizing employees or other individuals for outstanding achievement (i.e., retirement, service, meritorious awards etc.);
  - ii. Engaging representatives of other boards, the broader public sector, industry, public interest groups or unions in discussions on official matters;
  - iii. Providing individuals from provincial, national or international organizations with an appreciation of the workings of the Board; and
  - iv. Sponsoring or attending formal conferences related to the goals of the Board;
  - v. Exceptions to the above must have prior approval of the Director.

### 3. **Avoiding Conflicts of Interest**

3.1. When hospitality is extended by vendors to the Board and/or representatives of the Board, prior approval must be obtained from the Superintendent of Business or designate to ensure that the hospitality extended does not give preferential treatment to any vendor.

3.2. Individuals shall seek approval from the Superintendent of Business or designate prior to accepting hospitality from vendors to the Board (current or prospective) to avoid either real or perceived conflicts of interest.

### 4. **Alcohol**

Alcoholic beverages will not be reimbursed at any time.

### 5. **Reporting**

5.1. All claims for hospitality expenses should be made on the Travel Expense Claim Form which is available electronically or at the Board Office.

5.2. When submitting an expense claim for hospitality the following information must be provided:

- i. the circumstances or occasion, including any prior approval;
- ii. the form of hospitality (breakfast, lunch, dinner, reception etc.);
- iii. the costs supported by detailed receipts;
- iv. name and location of the event;
- v. number of attendees;
- vi. names of individuals entertained, their titles and firm or organization represented;
- vii. records of any required prior approvals; and
- viii. the specific budget code to which the expense is to be charged

5.3. The claimant must sign the form and attach all original receipts showing the detail of the expense. Photocopies of receipts or credit/debit card slips are not acceptable as they do not show sufficient detail to authorize payment nor do they meet audit requirements.

5.4. All hospitality expense claims will be submitted for payment by the most senior employee at the event; and reviewed and signed by the claimant's supervisor prior to submission to Business Services for reimbursement.

### 6. **Food**

6.1. Food should only be provided at Board functions and/or meetings where board personnel are required to attend over the lunch or dinner hour and it is not feasible to break for a reasonable period of time to have staff leave the event for a meal break.

Examples of functions and/or meetings where meals would be provided are;

- i. Staff interviews where the team continues to meet through the lunch or dinner hour.
- ii. Board/Department meetings that require participants to meet and work through the lunch or dinner hour.
- iii. Board Professional Development activities that commence at the end of the regular school day and continue for a period of two hours or more without the opportunity for participants to break for a reasonable period of time to leave the event for a meal break.
- iv. Board Professional Development activities that extend over the lunch hour without the opportunity for participants to break for a reasonable period of time to leave the event for a meal break
- v. Board of Trustee or Board Committee meetings that extend over the dinner hour and do not provide a reasonable time period for participants to have an opportunity for a meal break.

6.2. Examples of functions and/or meetings where food would not be provided are;

- i. Morning meetings ending at lunch hour. No breakfast will be provided. Coffee, water and juice service **ONLY** is appropriate for such meetings.
- ii. All meeting held during regular business hours not included in 6.1 above

6.3. When planning meetings and Professional Development activities, staff should attempt to set a schedule that does not span the lunch or dinner hour or provides time for participants to break for a reasonable period of time to have staff leave the event for a meal break.

6.4. Board budgets and/or school funds must not be used to provide food for Christmas parties, individual retirement parties or year-end activities. The annual Board retirement dinner for all retirees is not prohibited by this section.

6.5. This section is not intended to prohibit the proffering of Hospitality as set out in section 2.5 above.