



Policy:	O-4.4
Approved By:	College Executive Team
Approval Date:	June 11, 2003
Amendment Date:	
Policy Holder:	VP Administration

HOSPITALITY EXPENDITURES

Purpose / Rationale

The purpose of this policy is to facilitate reasonable hospitality expenditures that support the College's activities and adhere to its Mission and Values while maintaining financial responsibility and accountability.

Scope / Limits

1. This policy applies to all members of the Camosun College community seeking reimbursement for hospitality expenditures.
2. This policy is governed by applicable Federal, Provincial, and local laws and statutes and other laws of general application.

Principles

1. Reasonable hospitality expenses for food, beverages, gifts, and social or recreational activities may be reimbursed if such expenses are deemed to contribute to the efficiency and effectiveness in achieving the College's activities and strategic goals.
2. To incur hospitality costs on behalf of the College, employees must have advance authority which is either a clear condition of the position held or is given by the appropriate authority (minimally, at the dean or director level).
3. Alcohol is not normally considered an allowable expense, with the exception of special situations that have the prior approval of the appropriate executive team member.
4. All persons incurring a hospitality expense on behalf of the College are expected to exercise reasonable care and judgment.
5. Costs related to internal school/department social entertainment are normally the responsibility of the employees attending the event.

A. GUIDELINES FOR GRATUITIES

Gratuities are allowable expenses and, as a general rule, should not exceed 15% of the total bill.

B. PROCEDURES FOR SUPPORTING DOCUMENTATION

Claims must be accompanied by original receipts and must be substantiated by sufficient detail that identifies the person or persons entertained, including names, college or organization affiliation, and purpose of the hospitality.

C. LINK TO RELATED POLICY

[O-4.3 Travel](#)