

Number:	FIN-309
Title:	Expenses for Hospitality, Receptions and Business Meals
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	April 25, 2018
Approved:	April 25, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objectives

- 1.1 The University's policy is to offer hospitality whenever it is useful for improving public and community relations and to recognize the excellence of its staff and students.
- 1.2 This regulation ensures the uniform economic and hospitality management at the University. It specifies the type of expenses that can be deducted from the University budget. In addition, members of the university community are required to respect any special rules of the granting agencies, as appropriate.

2. Legal framework

This regulation is in accordance with the *Liquor Licence Act* of Ontario (R.S.O. 1990, c. L. 19), the requirements of the *Alcohol and Gaming Commission of Ontario* (AGCO) and the *Broader Public Sector Expense Directive* of Ontario (2017).

3. Regulation

- 3.1 Only expenses for hosting, receptions and business meals can be authorized and charged to the administrative unit. The amounts required must be budgeted.
- 3.2 Hospitality and receptions must take place on the University premises, to the extent possible.

Representation costs must be kept at a minimum, taking into account the following considerations:
 - the prestige or rank of guests;
 - the number of people present;
 - the circumstances.
- 3.3 Alcoholic beverages consumed on campus must be purchased from the University food supplier, with whom the University holds the liquor licence. Any alcohol purchased from the food supplier must be served by a person holding the Smart Serve® certification.
- 3.4 Only the Rector is authorized to make or may authorize in advance expenditures for alcohol for welcoming, for receptions or business meals off campus.

4. Implementation

- 4.1 In their annual budget, faculties, schools and services must include estimated global expenditures for hospitality, receptions and business lunches. Any request for a special

unbudgeted event must be submitted to the immediate supervisor for approval and shall indicate the purpose, nature and approximate costs of representation.

a) Hospitality, receptions and business lunches authorized by the University:

- i) seminars, special ceremonies and tribute, exhibitions, lunches;
- ii) conferences organized by Saint Paul University where other universities and external organizations are represented;
- iii) convocations, thesis or dissertation defenses, traditional University receptions;
- iv) other special events helping to improve the University's public image;
- v) business lunches and meals regarding University affairs and other topics of interest to the University, Board of Governors meetings.

b) Limits that apply to receptions for University personnel

Refreshments, meals or both may be offered to staff participating in working sessions which extend during lunch time or beyond normal working hours.

c) Ineligible expenses:

- i) any purely social expenditure;
- ii) banquets specific to an administrative unit;
- iii) snacks, meals or parties (retirement, wedding, birthday, etc.) intended to honour staff members of an administrative unit.