

Finance and Administration

Hospitality and Travel Arrangements

POLICY STATEMENT:

Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at Society expense to persons who are not engaged in work for the Society, except if it is for incentive and appreciation. Alcoholic beverages will not be reimbursed.

Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate Society business or is considered desirable as a matter of courtesy. Hospitality expenditures should be consistent with the number of persons attending and the business purpose to be achieved, and must be in alignment with the Society's Business Plan and Budget.

PROCEDURE:

Where hospitality events are extended by the Society and where guests include vendors or prospective vendors to the Society, the Director of Finance and Administration or designate will provide approval prior to the event to ensure that the hospitality provided does not give, or is not perceived to give, preferential treatment to any vendor.

Acceptance of hospitality from vendors, current or prospective, may constitute a conflict of interest and may therefore be disallowed. Managers are responsible to ensure that employees are aware of their conflict of interest obligations.

Hosts must ensure that hospitality expense records include:

- The circumstances of the event (business purpose)
- The form of hospitality
- Cost supported by receipts
- Name and location of establishment
- Names, titles and companies of attendees
- Approvals by appropriate individuals in the Society

Recipients of Hospitality

Gifts of appreciation may be accepted if token in nature, valued at up to \$30.00. Gifts valued above \$30.00 must be justified and approved by the Manager or Director of the recipient. In all cases where hospitality is provided to agency staff or board members, conflict of interest

guidelines will prevail in determining whether such hospitality should be reasonably accepted. If in doubt, a worker should consult with his/her manager.

Responsibility of Claimants

Travel arrangements must be made in accordance with the Staff Travel and Reimbursement of Expenses Policy and the Staff Training Expenses Policy.

All Claimants must:

- Consider alternatives to travel such as teleconferencing, web conferencing and videoconferencing and obtain approvals from appropriate authorities for travel.
- Use service providers designated by the Society where appropriate.
- Request and accept lowest common carrier fare where appropriate.
- Use the corporate charge card to prepay hotel accommodations where possible.
- Supply an itinerary to and notify their manager of any changes so that travelers may be contacted in an emergency.
- Cancel bookings prior to 6:00 p.m. to avoid no show charges, and follow the cancellation protocols for transportation, hotel, etc. to ensure maximum refund.
- Submit all expense claims on a monthly basis.
- Provide original receipts for all expense claims.

Responsibility of Signing and Spending Authority officers or designates must:

- Ensure that expenses are consistent with, and that this policy has been followed.
- Determine and authorize when business travel is necessary prior to approval.
- Ensure that travel arrangements are consistent with this policy.
- Ensure that appropriate receipts are provided to support expense claims.
- Ensure that unusual items are appropriately explained or proof is given for prior approval.
- Ensure that all workers are aware of conflict of interest guidelines.