



AF-08 HOSPITALITY EXPENSE POLICY
DIRECTOR, FINANCE AND ADMINISTRATIVE SERVICES

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| POLICY TITLE | AF-08 Hospitality Expense Policy |
| POLICY HOLDER | Director, Finance and Administrative Services |
| ORIGINAL DATE | October 17, 1992 |
| REVIEW DATE | April 29 2015 |
| REVISED DATE | April 29 2015 |
| NEXT REVIEW | May 2020 |

POLICY

Yukon College is committed to responsible management of College resources and ensuring that all hospitality expenses incurred by College employees for College purposes are reasonable and justified. The College will pay for hospitality expenses necessarily incurred while performing College related duties.

This policy is established to ensure hospitality expenses are reported, reimbursed, and accounted for with relevant original receipts and documentation. Employees are not expected to subsidize these costs nor is it expected that employees will profit from hospitality on College business.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the *29* day of *April*, 2015.

President, Yukon College

April 29, 2015

Date

1.0 PURPOSE

There are occasions when employees are expected to entertain our clients or associates. We have to be, however, very sensitive to the fact that we are using public funds and have to be visibly responsible in such spending.

Hospitality broadly consists of treating College clients or associates to a social meal and beverages, short sight-seeing tours, working meals for employees as described below and other hospitality done in good taste. Associates do not include employees of the College. Hospitality includes:

- Working meals where employees and/or clients and associates attend. Working meals includes meals at the College cafeteria and the bistro.
- Meals to recognize staff for accomplishments and successes but not a retirement party or dinner as described in the Gifts to Staff policy. Meals for staff recognition purposes are not considered as gifts in accordance with the Gifts to Staff policy.

The College will not pay for divisional holiday, birthday parties or related events except as described in the Gifts to Staff policy.

Hospitality does not include:

- An event that is open to the community or public.
- The provision of catered meal services for certain instructional courses and for group meetings and divisional retreats. These expenses would continue to be charged as part of the program cost, and subject to the same approvals as any other program expenditure.

Using public funds to purchase alcohol generally does not meet the standard for responsible and prudent use of College resources, except when alcohol is used in food preparation, or such as when cultural or ceremonial events or activities require it. Consuming alcohol while performing College related duties is normally prohibited, but where specifically warranted a senior executive employee may be reimbursed for moderate and justifiable alcohol expenses for hospitality purposes with the approval of the President, Vice-President(s), or designate. Other employees will not be reimbursed for alcohol purchases for hospitality purposes unless in receipt of a standing letter of approval based upon position requirements.

Yukon College is a complex and dynamic institution working with a diverse partnership network, student body, and general public. The College strives to provide a working environment that encourages employees to manage College resources prudently and ensure appropriate value for money in all College funded activities.

Yukon College is committed to ensuring administrative and operational policies incorporate Board of Governors policies, comply with laws, and reflect the College's values, legal, and ethical requirements.

Pursuant to the Yukon College Act, Section 4.1(a) the College may, "establish and implement policies concerning the organization, administration and operation of the College."

All hospitality must align with the strategic priorities of the College.

2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

College Strategic Directions
Yukon College Act
Gifts to Staff Policy

3.0 SCOPE

This policy applies to all College employees who incur expenses for hospitality purposes on behalf of Yukon College.

4.0 DEFINITIONS

Senior Executive: refers to the President, the Vice-Presidents, Deans, Directors and Registrar.

5.0 PROCEDURES

Employees must complete the Hospitality Expense Claim form for hospitality expenses. Employees who incur hospitality expenses while travelling must also submit the Hospitality Expense Claim form and must ensure that meals covered

through the hospitality claim are not also claimed on the Travel Authorization and Claim form.

The names of those being provided the hospitality shall be listed on the invoice or Hospitality Expense Claim form with the reason for the hospitality.

The levels of authority for hospitality expense on a per transaction basis are as follows:

| | | |
|-----------------------------|-------|--------|
| Dean/Director/Registrar/VP: | up to | \$500 |
| President: | over | \$500. |

Regardless of the limits above, employees cannot approve hospitality where they were a participant. In such cases, the appropriate supervising senior manager must approve the expense. In the President's case, the Chair of the Board of Governors must approve any hospitality for which he/she was a participant. While there is no annual limit, it is expected this type of expense will only be incurred in situations that will withstand the additional scrutiny afforded these types of expenditures.

For policy and procedures regarding gifts to staff including retirement, please see the HR-12 Gifts to Staff policy.

6.0 PROBLEM SOLVING

The President may approve exceptions to this policy where such exceptions meet the standard for responsible and prudent use of College resources.

Any questions or concerns arising out of the intent, content, or implementation of this policy should be reported to the Director, Finance and Administrative Services.

Where a concern or dispute arises from a decision made as a result of applying this policy the Director, Finance and Administrative Services should be notified as soon as possible. In such cases employees or delegates are encouraged to work cooperatively with the College to resolve any concerns.

Where a concern or disputes arises as a result of enforcing this policy, the procedures for administering discipline and processing of grievances will follow the relevant sections of the Collective Agreement.

Bargaining unit members have the right to appeal decisions made under this policy in accordance with the conditions set out in the Collective Agreement.

Excluded and management staff and other members of the College community may appeal decisions made under this policy by following the relevant section(s) of the Yukon College policy, Employment Conditions and Procedures.

7.0 FORMS

Hospitality Expense Claim

8.0 APPENDICES

N/A

9.0 ADDENDUMS

Addendum A - Policy Communication Checklist

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Hospitality Expense
 Number: AF-08
 Submitted by: Gayle Corry

List those consulted with in preparation of this policy:

| Name | Department | Date |
|-----------|------------|--------------|
| SEC | All | Oct 15, 2014 |
| All staff | All | January 2015 |
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The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

| Body | Communication Planned | Completed | Comments |
|--------------------------------|--|-----------|----------|
| SEC | Yes | Yes | |
| Student Union | No | | |
| Employee's Union | Yes – included with communication to all staff | Yes | |
| Occupational Health and Safety | No | | |
| Academic Council | No | | |
| Board or a Board subcommittee | No | | |
| <i>Other</i> | | | |
| SEC for Final Review | Yes | Yes | |