

University of Prince Edward Island	Policy No. admfinfin00005	Revision No. 0
Policy Title: Hospitality, Entertainment and Other Expenses		Page 1 of 3
Creation Date: January 30, 2014	Version Date: October 8, 2015	Review Date: October 8, 2020
Authority: Board of Governors	Responsibility: V-P, Administration & Finance	Access: W

1. Purpose

- 1.1 The University covers the cost of entertainment expenses incurred by faculty and staff members if in support of the University's mission, provided the expenses are authorized, reasonable and appropriately documented. The purpose of this policy is to provide a uniform set of policies and guidelines for hospitality, entertainment, and other expenses from all sources administered by the University of Prince Edward Island (*University*).

2. Scope

- 2.1 This Policy applies to all hospitality, entertainment and other expenses paid from all University administered accounts.

3. Responsibility

- 3.1 This Policy is authorized by the Board of Governors.
- 3.2 The development and maintenance of this Policy is the responsibility of the Vice-President, Administration and Finance.
- 3.3 The Comptroller shall be responsible for the development of procedures for carrying out the terms of this Policy.
- 3.4 The administrative head of the applicable University department is responsible for the administration of this Policy.

4. Definitions

- 4.1 *Hospitality, Entertainment and Other Expenses Authorization and Claim Form* means the form prescribed by the Comptroller that shall be used to obtain authorization for hospitality, entertainment and other expenses that could not be procured by University purchase order. This form is also used to obtain reimbursement for expenditures that were paid for personally and are not governed by any other University policy.
- 4.2 *Claimant* means the individual claiming reimbursement of expenses governed by this Policy.

- 4.3 *Spending Authority* means the individual authorized to approve expenditures pursuant to a Hospitality, Entertainment and Other Expenses Authorization and Claim Form as set out in Section 4.1 of the Spending Authority Policy. The Spending Authority is responsible to ensure that claims comply with the provisions of this Policy.
- 4.4 *One-Over-One Authorization* means the Account Authority must be at least one administrative level higher than the employee requesting the reimbursement or payment of the third party expenses

5. Policy

5.1 Reasonable Hospitality, Entertainment and Other Expenses

- 5.1.1 Reasonable hospitality and entertainment expenses include entertaining a University guest, public relations/funding, recruitment, staff appreciation/recognition, or working meals.
- 5.1.2 Reasonable hospitality and entertainment expenses may include food, beverages, and social or recreational activities.
- 5.1.3 Reasonable hospitality and entertainment expenses shall be a reasonable cost and involve an appropriate number of individuals relative to the significance of the event.
- 5.1.4 Reasonable other reimbursable expenses are other expenses that could not be procured by University purchase order and are not governed by any other University policies.
- 5.1.5 Personal and living expenses are not eligible for reimbursement by the University.

5.2 Alcoholic Beverages

- 5.2.1 Alcoholic beverages for events or receptions are not eligible for reimbursement unless such expense is approved in writing prior to the event or reception by the applicable Vice-President, or by the President.
- 5.2.2 Alcoholic beverages served on the University campus for approved events must be arranged through UPEI Conference Services to ensure compliance with University policies and the PEI Liquor Control Act.

- 5.2.3 All other alcoholic beverage purchases shall be limited to reasonable amounts incidental to the cost of food for a meal.
- 5.2.4 The purchase of alcohol is prohibited for off-site meetings that are restricted to University personnel only.
- 5.2.5 Further restrictions on the purchase of alcoholic beverages may apply in the case of grants or contracts funded by outside agencies.

5.3 Expense Authorization and Claims

- 5.3.1 Employees shall obtain authorization and will be reimbursed for reasonable hospitality, entertainment and other expenses incurred for University business as set out in this Policy. Provisions of the Policy must be complied with, a *Hospitality, Entertainment and Other Expenses Authorization and Claim Form* must be completed and authorized in accordance with procedures prescribed by the Comptroller, and the expenses are not reimbursed or reimbursable from any other source.
- 5.3.2 Expense form approval must have One-Over-One Authorization.
- 5.3.3 All hospitality, entertainment and other expense claims are subject to review by the University's Accounting Office.

6. Review

- 6.1 This Policy shall be reviewed every five (5) years, or as circumstances dictate.