

	POLICIES & PROCEDURES MANUAL
SECTION 5 – FINANCE & ADMINISTRATION POLICY #F&A-17	SUBJECT: Hospitality
APPROVED:  <hr/> Executive Director	DATE APPROVED: Aug 2016 – additional revision dates have been archived DATE REVISED: Feb 2017 Oct 2020, Jan 2022, August 2023, September 2024

POLICY STATEMENT

There are occasions when the judicious extension of hospitality in connection with official business is in the best interests of Community Living Prince Edward.

This policy outlines Community Living Prince Edward’s policy and procedures governing the manner and extent to which CLPE employees and Board members may extend hospitality while hosting guests or attending functions for business purposes and specifies when public funds may be used for such purposes.

PROCEDURE

In keeping with the best practises outlined in the Broader Public Sector (BPS) Guidelines, CLPE has implemented this policy to maintain consistency with such requirements. This policy conforms to the BPS guidelines and applies to all hospitality expenses incurred by CLPE, to all CLPE employees and Board members. For the purposes of this policy, hospitality is the provision of food, beverage, accommodation, transportation, and other amenities paid to people who are not engaged to work for CLPE.

Functions involving people that are engaged in work for CLPE are not considered hospitality functions and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of CLPE employees or Board members. This policy does not apply, however, to the costs incurred for meals, light refreshments and other expenses related to business meetings and other functions and activities conducted in the organization.

Hospitality may be extended in an economical and consistent manner when:

- It can facilitate organizational business; and
- It is considered desirable as a matter of courtesy or protocol

This policy does not apply to meal expenses incurred while on approved travel status (except as specifically delineated hereinafter) and which are covered by F&A-15 - *“Personal Expenses”*.

****As defined by the Ontario Broader Public Sector Accountability Act, 2010***

A. Allowable Expenses & Occasions

Expenses for hospitality and functions must be directly related to, or associated with, the active conduct of official CLPE business. The occasion must serve a clear CLPE business purpose, with negligible personal benefit derived by a CLPE employee or Board member.

In addition, the expenditure of funds for hospitality and functions should be cost effective and in accordance with the best use of public funds. The following list provides examples of approved hospitality function expenses:

Host to Official Guests

When Community Living Prince Edward is host to official guests, dignitaries, or any others from outside CLPE, who are not part of government or the BPS and, who are visiting on legitimate CLPE business purposes, the cost of meals, refreshments, travel, or other related costs may be paid or reimbursed. This includes restaurant charges for after-hours meals.

The expenses of the spouse of a guest may be reimbursed provided such hospitality serves a bona fide CLPE business purpose. In cases where the expenses of a guest’s spouse are reimbursed expenses, expenses for the host’s spouse are also reimbursable.

For guests, who are part of government or the BPS, only meals that are provided as a necessary part of a meeting, workshop or other such function facilitated by CLPE will be reimbursed. Restaurant charges over and above this purpose will not be reimbursed for guests from government or the BPS.

B. Prohibited or Restricted Expenses

Alcoholic Beverages

The cost of alcoholic beverages shall not be reimbursed through public funds under any circumstances. For hospitality functions paid by Association Reserve Funds, the President and Executive Director, together, may approve individual exceptions to this restriction to reimburse the costs to purchase alcoholic beverages.

Hospitality for Consultants and Contractors

In no circumstances, shall hospitality for consultants and contractors be allowed and the provision for such must not be included in any contract between CLPE and a consultant or contractor.

C. Payment/Reimbursement Procedures

Except for the costs associated with regularly scheduled meetings and, unless otherwise specifically delineated in this policy, all hospitality expenditures must be approved by the Executive Director in advance of the event for which the costs will be incurred. A *“Request for Payment/Reimbursement of Hospitality Expenses Form”* must be submitted to the Finance Department. Employees and Board members, who fail to attend approved functions or events after indicating an intent to attend and after funds have been obligated or expended by CLPE, shall be required to pay the associated costs for the function or event or reimburse CLPE for the amount spent, whichever is applicable.

D. Responsibilities

The Executive Director and the Director of Finance will review annually the implementation of this policy and will provide policy interpretations and assistance to ensure effective and efficient implementation and consistency/compliance with BPS Guidelines. Any exceptions to this policy will be subject to approval by the Board of the Directors. Exceptions will only be made cases, where adequate justification is presented. However, in the interest of achieving maximum uniformity, exceptions will be permitted only in highly unusual circumstances.

E. Posting

This policy will be posted, in accessible format, on CLPE’s website so it is available to the public.

F. Records Retention

For reporting and auditing purposes, all documentation related to hospitality expenses must be retained in a recoverable form for a period of seven years.

It is an expectation of all employees to adhere to this policy. Any violation of the policy may be grounds for disciplinary action up to and including termination of employment.