Policy:
Carleton University will reimburse reasonable hospitality and working meal expenses incurred directly for University business purposes. Such expenses will be carried out in accordance with this policy by academic and administrative staff. University business includes teaching, research, administration and ancillary operations.

Purpose:
This policy sets out the conditions under which expenses incurred for hospitality and working meals for University business by academic and administrative staff will be reimbursed. Academic and administrative staff shall exercise an acceptable degree of accountability for the expenditure of public funds.

Research-related working meals may be subject to guidelines established by a funding agency; in which case, the funding agency's rules and regulations take precedence.

The policy also ensures compliance with the Expense Directive of the Broader Public Sector Accountability Act (BPSAA).

Scope:

1. Hospitality/Events
   - Hospitality refers to hosting visitors and guests for University business.
   - Hospitality expenses must relate directly to activities that arise from the performance of duties and responsibilities of the employee incurring the expenditure.
   - Any event, including functions for university employees, (including seasonal or retirement events), that is expected to cost in excess of $1,000 must receive the prior approval of the appropriate Dean, Chair/ Academic Director, Assistant Vice-President, University Secretary, Vice-President, or the President. The approver must be in a role senior to the host of the event.
   - Entertainment and/or hospitality expenses are not eligible on research funds.
   - Expenses for alcohol and cannabis will not be reimbursed.

2. Working Meals
   - A working meal must be for the principal purpose of carrying out University business.
   - Attendance is to be limited to those who can contribute to the objective of the meeting.
   - Working meals with external attendees may be expensed to research funds for networking and research related activities that contribute to the achievement of the research objectives.
   - A list of attendees and their affiliation must be provided for each event/working meal.
   - Expenses for alcohol and cannabis will not be reimbursed.
• Please be reminded that in accordance with the Broader Public Sector Accountability Act (Bill 122), the inclusion of hospitality, incidental or food expenses in a contract between the University and consultants/contractors is prohibited.

General:

Payment for hospitality and working meal expenditures may be made by a reimbursement to an individual or a direct payment to a supplier.

Each claim must include the following:

• Original itemized receipts or invoices. Credit card slips or statements are not sufficient supporting documentation.
• Written explanation of the purpose for the event or working meal.
• List of attendees and their affiliation for hospitality/event or working meal. Evidence of prior approval for events costing more than $1,000 and expensed to University Operating funds.

Contacts:

Assistant Vice-President, Financial Services; Departmental Administrator, Financial Services

Links to related Policies:

Travel and Related Expenses

Purchasing Policy