



Carleton
UNIVERSITY

Canada's Capital University

Policy Name:	Hospitality and Working Meal Expenses
Originating/Responsible Department:	Financial Services
Approval Authority:	Senior Management Committee
Date of Original Policy:	March 16, 1994
Last Updated:	January 2019
Mandatory Revision Date:	January 2024
Contact:	Assistant Vice-President, Financial Services

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.

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 \$2,500 and is expensed to University operating funds, 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.
- Hospitality expenses on research funds are eligible for the purpose of networking with external attendees only, when the networking contributes to the achievement of the research objectives. Specific funding agency rules and regulations may take precedence and should be consulted.

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(s) of the meeting.
- A list of attendees and their affiliation must be provided for each event/working meal.
- 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. Specific funding agency rules and regulations may take precedence and should be consulted.
- **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.**

Provision of Alcohol and Cannabis:

- Alcohol expenses will not be reimbursed as part of a travel or meal claim.
- Cannabis expenses will not be reimbursed.
- For major events (hospitality, or other) that include the service of alcohol, that is proposed to be University funded, written pre-approval of the President, or his/her delegate, is required. Approval may be requested by submitting a [Request for Provision of Alcohol at Events form.](#)
- Alcohol should be provided in a responsible manner.
- Special Status may be granted by the President (or his/her designate) for the service of alcohol at hospitality events. The service of alcohol at hospitality events may be considered integral to the business of some departments. To ensure that the approvals process does not have an undue negative effect on the ability of the department to conduct business, these areas may have the opportunity to request special status. This status would allow the Vice-President, Provost, or other official, to approve the service of alcohol that is proposed to be University funded. Special Status may be requested by submitting a Request for Special Status for Provision of Alcohol at Events to the Vice-President, Finance and Administration.
- Alcohol and cannabis may not be expensed to research funds. Specific funding agency rules and regulations may take precedence and should be consulted.

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.
- When claimed against a research fund an explanation of how the expense contributes to the achievement of the research objectives.
- List of attendees and their affiliation for hospitality/event or working meal.
- Evidence of prior approval for events costing more than \$2,500 and expensed to University Operating funds.
- Written evidence of pre-approval by the President (or his/her designate) for alcohol expense claims.

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

Links to related Policies:

[Travel and Related Expenses](#)

[Purchasing Policy](#)