

TITLE: HOSPITALITY AND COMMUNITY RELATIONS EXPENDITURES POLICY
APPROVED: January 25, 1996 REVIEWED: January 2001 February 2004 September 2009
NEXT REVIEW: 2011-2012
RESPONSIBILITY: Director, Financial Services
APPENDICES:
CROSS-REFERENCE:

POLICY STATEMENT:

It is in the best interests of the College to have its staff maintain contacts within the community by being members of professional and community organization and committees and by attending functions held by charitable, non-profit and community organizations.

PURPOSE:

The College will pay expenses necessarily incurred during the course of participating in community relations, hosting of quests, working meetings, conducting the business of the College.

SCOPE:

All persons working at Grande Prairie Regional College.

DEFINITIONS:**PROCEDURE/GUIDELINES****Working Meeting Expenses**

Working meeting expenses are expenses incurred for beverages or reasonable meals ordered for College employees during meetings which involve the conduct of College business.

Hosting or Community Relations Expenses

Hosting or community relations expenses are incurred where department managers host guests not employed by the College and hospitality is appropriate as a matter of courtesy or to facilitate the conduct of College business.

Participation in Professional or Community Organizations

It is in the best interests of the College to have its staff maintain contacts within the community by being members of professional and community organizations and committees and by attending functions held by charitable, non-profit and community organizations.

As a consequence of such memberships, and the requirement to sometimes take a leadership role in these organizations, members of the College are sometimes required to incur expenses such as membership fees, travel, hosting or to purchase tickets to attend functions. The College considers these to be valid expenditures in the conduct of College business.

Attendance at College Functions

The College may from time to time sponsor social functions for the purposes of fundraising, or community recognition. Where it is deemed by the President or the Vice-Presidents that the presence of specific members of the College staff is an integral part of conducting the event, the expense of attending the function is a valid expenditure in the conduct of College business.

Protocol

Items purchased as gifts to be made as a result of the normal exchange of hospitality between persons doing business together, token exchanges as a part of protocol, and the normal presentation of gifts to persons participating in public functions or providing a special service to the College are valid expenditures incurred in the conduct of College business.

Items purchased as gifts for employees, except in circumstances such as illness or bereavement, or gifts for long service when leaving the employ of the College, are considered to be personal expenditures and are not valid expenditures in the conduct of College business.

Authority

Requests for payment of working meetings or hosting and community relations expenses require the approval of the Chair of Academic departments or the Director of College departments. Amounts approved are required to be within the limits of the appropriate budgets.

Requests for Payment

Claims for working meeting or hosting and community relations expenses shall be supported by documentation, and shall be reasonable considering the number of persons involved and the type of business conducted or function held.

Documentation should include detailing the business purpose of the expenses, the names of persons involved, and include detailed receipts for items purchased and the cost of meals and beverages (including a gratuity or per diem amounts allowed by the Expenses Policy, and applicable taxes).

When purchased as part of hospitality related activity involving Board Members and non-College individuals alcohol will be considered a legitimate expense and will be reimbursed.