

Scope and Effective Date:

The following summarizes changes to two University Policies:

1. Hospitality Policy
http://www.uoguelph.ca/finance/sites/uoguelph.ca/finance/files/Hospitality%20Policy%20and%20Procedures_FI%20202.1%20Feb%202012.pdf
2. Travel and Business Reimbursement Policy
<http://www.uoguelph.ca/finance/sites/uoguelph.ca/finance/files/Travel%20Policy%20&%20Procedure%20FI2.0%20-%20Feb%2027,%202012.pdf>

The Government of Ontario recently established new expense reimbursement Directives for all Broader Public Sector (BPS) organizations. This includes the University of Guelph. These directives have required us to make further changes to our current Travel & Expenses and Hospitality policies and procedures. Most of the compliance changes required in our policies were introduced last year. These most recent changes are being made based on further clarification of the Directives and to improve processes related to these policies. This document was designed to summarize the most significant changes to these policies and related procedures.

The new policies are effective immediately. For details on any transition claims/transactions please email ecs@uoguelph.ca or contact Revenue Control (extension: 52840).

Travel and Business Expense Reimbursement Policy

- **“Per diems” for faculty and staff are no longer an acceptable claim.** Original, itemized and detailed meal receipt(s) are required for all reimbursements. As a guideline for total expenses claimed, the federal government Treasury Board guideline of \$70 per day for meals for travel in North America should be used. These are guidelines, not rules, however justification should be provided when exceeding these limits for meals. In all case receipts will be required. In cases where there are no receipts or they are lost, traveler may complete the “Lost Receipt” form @ <http://www.uoguelph.ca/finance/sites/uoguelph.ca/finance/files/Missing%20Receipt%20Form.pdf>
- Travel claim reimbursement payments are going paperless including the **elimination of paper cheques for reimbursement.** Financial Services will switch all remaining staff who are still using the Cheque payment method to EFT.

Hospitality Policy

- Earlier in the year the University introduced a Hospitality policy that included rules for reimbursement of Alcoholic Beverages. It included requirements that for any event among only University employees, alcohol was not a permitted reimbursement. Exceptions to this policy are now permitted only when the expense is for a:
 - **Staff appreciation or recognition event for which documented prior approval is obtained** and
 - **Where the funding is provided from non-governmental external funding source that specifically allows alcohol as a permitted expense.** For further clarification, University operating funds (whether MTCU, OMAFRA, Ancillary or research funds) cannot be used for funding alcohol for internal-only event. However, where an external sponsor has been found for an event, including the cost of alcohol and the event is for a special staff appreciation/recognition event, the costs of alcohol of event may be charged to those funds. Units using this option **MUST** provide coding which clearly indicates external non-government revenues have been used and that they were provided for this purpose.

As always alcohol must be consumed in a responsible manner and in moderation.