

## Reimbursement of Hospitality Expense to University Members

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Signature/Position:	Assistant Vice-President Finance
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#### SUBJECT

Reimbursement of Hospitality Expense to University Members

#### INTENT

To establish a procedure whereby University personnel may be reimbursed, or suppliers' invoices accepted, for expenses incurred when entertaining guests or visitors while conducting University business.

#### SCOPE

All University staff who may incur hospitality expenses in accordance with University policy on hospitality. (Ref. Policy Guide FI 2.1)

#### PROCEDURE

#### 1. Hospitality expenses incurred by University personnel while "on" or "off" campus may be claimed as follows:

- 1.1. By completing and submitting a Travel Authority and Expense report, as required for travel expenditure claims duly authorized and approved. Claims for personal reimbursement should indicate the number of guests and the reason for their visit. Receipts should be acquired as they may be requested.
- 1.2. By Purchase Order for prearranged group luncheons or activities where a larger number of guests are involved.

The Purchase Order will serve as the authorization from the University to allow a supplier to invoice costs directly to the University.

A purchase requisition is required, duly authorized, and reflecting the following information:

1. The name of the group and number of guests in the party.
2. Location where the event is to take place, if different from supplier's address.
3. Date and time of the event.
4. Prearranged cost to the University.

The purchase requisition will be forwarded to the purchasing agent who will assign the Purchase Order number and forward the order to the named supplier of the service.