



Hospitality and Travel Expenses Policy

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Approval Authority Vice-President (Finance) and Chief Financial Officer	
Implementation Authority Associate Vice-President (Finance)	
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1 Purpose

The University recognizes that Employees, Board Members, members of Board committees, and members of the Senate may be required to travel and to provide Hospitality while conducting the

- d) "Hospitality" refers to any activity involving a visitor to or guest of the University when that activity supports the educational, research, or service activities of the University.
- e) "Meeting" means an assembly or gathering of Employees (primarily) for a purpose that supports the educational, research, or service activities of the University.
- f) "Retiring Employee" is defined as an Employee who is 55 years of age or older and is leaving the University with sufficient service to have qualified for a pension.
- g) "Retirement Event" includes a reception, coffee party, buffet, luncheon or other similar social gathering to mark the retirement of a Retiring Employee.
- h) "Social Event" means an event organized by the University for a specific social purpose. A Social Event will be infrequent and includes events such as a department Christmas party, a team building exercise, a Retirement Event, or a staff appreciation event.
- i) "Senior Executives" include the President, Provost, Vice-Presidents, Vice Provosts, Associate Vice-Presidents and Deans.
- j) "Special Event" means a one-time or infrequently occurring event outside normal programming or activities of the University.
- k) "University" means the University of Calgary.
- l) "University Funds" includes all sources of revenue directed to an account managed by the University. It includes grant funds awarded from both University and non-University sources as well as funds awarded under the terms of contracts.
- m) "Working Session" means an event in which Employees gather for seminars and team building activities.

4 Policy Statement

General

- 4.1 University Funds may be used for expenses related to travel and Hospitality when the expenses are:
 - a) directly related to the mission of the University; and
 - b) defined as Allowable Expenses; and
 - c) permitted under the terms and conditions of the specific funding source if applicable; and
 - d) properly documented; and
 - e) approved by an Authorized Approver.
- 4.2 Allowable Expenses are outlined in the related procedures.
- 4.3 University Funds may be used to purchase alcoholic beverages when permitted:
 - a) under the terms and conditions of the specific funding source if applicable; and
 - b) under this policy.
- 4.4

4.22 Expenses will be supported by detailed original receipts and written evidence of appropriate approval.

Travel

4.23 University Funds may be used for expenses associated with travel on University business.

4.24 Allowable travel expenses include, but are not limited to:

- a) AA

- a) read and understand this policy and related procedures;

