

<b>Policy Name:</b>	Alcohol and Cannabis
<b>Purpose:</b>	Policy provides clear limitations on the reimbursement of alcohol and cannabis.
<b>Applies To:</b>	All faculty and staff
<b>Effective:</b>	March 2021
<b>Next Review Date:</b>	March 2026

### **Alcohol Policy:**

Alcohol cannot be claimed and will **not** be reimbursed as part of a travel or meal expense **except in the following situations:**

1. Activities/events organized by Alumni and Development.
2. Recruitment interviews/dinners as organized by Faculty Affairs.
3. Dinners for invited speakers/special guests external to Western University.
4. For retirement or farewell gatherings, the cost of alcohol for the guest of honour and their guest only.
5. Events hosted by the Dean, at his/her discretion.

Alcohol beverages are to be nominal or moderate (value of food should exceed value of alcohol). Nominal or moderate consumption is considered by the University to be one (1) alcoholic beverage per person per meal or event. Any consumption of alcohol must be done so in a responsible manner. In all cases where alcohol is served by or on behalf of the University; see [MAPP 1.33 Campus Alcohol Policy](#).

### **Cannabis Policy:**

The University will not reimburse expenses for cannabis or its derived substances.

### **Policy Principles:**

This policy outlines the rules and principles for university funded allowable expenses, ensures fair and reasonable practices, and provides a framework of accountability. These procedures are in accordance with applicable federal and provincial legislation including but not limited to legislation issued by the Canada Revenue Agency (CRA) and the Broader Public Sector (BPS) Accountability Act and its related directives.

### **Compliance and Accountability:**

Compliance is mandatory. Ineligible expenses will not be reimbursed. Enforcement of this policy is the responsibility of the Chair, Department Leader or Budget Manager. Schulich Finance will complete financial audits on an ongoing basis to ensure compliance.

All [Schulich School of Medicine & Dentistry Travel & Expense Reimbursement Policies](#) are in addition to Western University's [MAPP 2.16 Travel & Expenses Reimbursement Policies](#). Research expense policies derived from external organizations will supersede all Western/Schulich expense policies and are the responsibility of the researcher to adhere to.