

Policy Name:	Gift-Giving
Purpose:	Policy acknowledges it is important to recognize certain events in employees' lives and outlines when appropriate gifts of compassion, condolences or celebration are eligible university expenses.
Applies To:	All faculty and staff
Effective:	March 2021
Next Review Date:	March 2026

Gift-Giving Policy:

Death: Upon the death of an immediate family member (spouse/partner, parent, sibling, grandparent, child), former (or retired) Schulich Medicine & Dentistry staff or faculty member, university funds up to \$100 may be used for flowers (preferred), gift baskets, etc. Donations to charity may be made in lieu of flowers.

Illness or Operation: For personal events, such as severe illness or operation, university funds up to \$100 may be used for flowers, gift baskets, etc.

Retirement: See [Retirement Recognition policy - Schulich Medicine & Dentistry](#) for details.

For All Other Personal Events: Gift purchases for births, weddings, baby showers, birthdays, etc. are all considered to be personal expenditures and must be paid for with personal funds. Use of university funds is prohibited.

NOTE: The purchase of gift cards for employees is prohibited. See [Gift Card policy - Schulich Medicine & Dentistry](#) for details.

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.