

Policy Name:	Hospitality
Purpose:	Policy outlines when using university funds for hospitality is an allowable expense.
Applies To:	All faculty and staff
Effective:	March 2021
Next Review Date:	March 2026

Hospitality Policy:

Hospitality costs cannot be claimed and will **not** be reimbursed as part of a travel or meal expense **except in the following situations** and must adhere to the meal rate amounts as outlined in Western University's [MAPP 2.16 Travel & Expenses Reimbursement Policies](#) found under section *C.3 Meals and Entertainment: C.3.1 Meal Allowances and Actual Meal Expenses*:

1. **Academic Achievement:** To celebrate an employee's academic achievement (completion of a degree/diploma) lunch at (or from) a casual dining establishment with the employee's immediate team is appropriate.
2. **Department/Team Development:** At the discretion of the Manager/Leader, a team building activity/event with a focus on professional development is reasonable once per year. The activity/event can include lunch with the team at (or from) a casual dining establishment.
3. **Holiday Receptions:** Holiday reception or holiday lunch at (or from) a casual dining establishment are considered special circumstances in the entertainment of University employees only and are reimbursable expenses.
4. **Position/Role Change:** When an employee moves onto a new position (within Schulich or different Faculty or outside of Western), a farewell reception is appropriate. In lieu of a reception, lunch at (or from) a casual dining establishment with the employee's immediate team is also an acceptable reimbursable expense.

Gratuities:

Any gratuities are to be reasonable and no more than 20% of the total pre-tax bill amount.

Others-Related Policies:

1. **Retirement:** See [Retirement Recognition policy - Schulich Medicine & Dentistry](#) for details.
2. **Gift-Giving:** See [Gift-Giving policy – Schulich Medicine & Dentistry](#) for details.
3. **Gift Cards:** See [Gift Cards 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.