

Halton District School Board

Operational Policy/Procedures

NUMBER:	<i>to be determined</i>
TOPIC:	Hospitality
EFFECTIVE:	September 1, 2007
CROSS-REFERENCE:	
REVISION DATE:	September 1, 2008
RESPONSIBILITY:	Superintendent of Business Services

POLICY STATEMENT:

The Halton District School Board shall pay for the necessary and reasonable costs incurred by authorized staff members while proffering hospitality on behalf of the Board, whether through Board, School Generated or School Council Funds.

PROCEDURES

Authorized Individuals

The following individuals are authorized to proffer hospitality expenses on behalf of the Board:

- Superintendents
- Chief Information Officer
- Executive Officers
- Associate Director
- Director
- Trustees

Exceptions to the above must have prior written approval of the Superintendent of Business Services.

Definition

- Hospitality is the provision of food, beverages, accommodation, transportation, token gifts of appreciation or other amenities at Board expense.
- Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate Board business or is considered desirable as a matter of courtesy.
- Hospitality should only be provided to individuals not employed by the Board except in instances outlined below.
- Hospitality may be extended on behalf of the Board when:
 - a) Engaging representatives of other Boards, the broader public sector, industry, public interest groups, or unions in discussions on official matters;
 - b) Providing individuals from provincial, national, or international organizations and charitable organizations with an understanding and appreciation of the workings of the Board; and
 - c) Sponsoring or attending formal conferences related to the goals of the Board;
 - d) Recognizing employees or other individuals for outstanding achievement (i.e. meritorious awards, completion of a major project or long-term service with the Board.)

Exceptions to the above must have prior written approved by the Superintendent of Business Services.

Avoiding Conflicts of Interest

- When hospitality is extended by vendors to the Board, prior written approval must be obtained from the Superintendent of Business to ensure that the hospitality extended does not give, or is not perceived to give, preferential treatment to any vendor.
- Individuals should seek written approval from the Superintendent of Business prior to accepting hospitality from vendors to the Board (current or prospective) to avoid either real or perceived conflicts of interest.

Alcohol

- Hospitality may not include expenditures on alcohol. This includes:
 - alcohol consumed at a meal, event, conference, etc.
 - bottles of wine or other spirits as a gift/honorarium
 - LCBO, Beer Store, wine store, etc. gift certificates as a gift/honorarium.

Meals

- Meals provided as hospitality are subject to the maximum amounts per person as outlined in the Travel and Expense Reimbursement Policy as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$35.00

- Rates include taxes and gratuities and are in Canadian dollars.
- Where it is inappropriate or otherwise not possible to provide hospitality within the above limits, the Director may authorize an amount above these meal limits.

Employee Recognition

- Refer to section 7.6 of the Travel and Expense Reimbursement Operational Policy/Procedure.

Gifts of Appreciation to Non Employees

- Token gifts of appreciation, valued at up to \$75 may be extended to persons who are not attached to the Board in exchange for pro bono services, including pro bono services provided at professional development events. Gifts must be approved by the supervisor of the individual purchasing the gift. Gift values above \$75 must be justified, and approved by the Superintendent of Business Services.
- Alcohol may not be given as a gift (i.e. bottles of wine or other spirits, gift certificates for the LCBO, Beer Store or wine stores, etc.).
- The gift value of up to \$75 is all inclusive (i.e. includes taxes, delivery charges, etc.).

Reporting

- When submitting expenses for hospitality the following information must be recorded on the receipt, cheque requisition or other supporting documentation:
 - the circumstances, including any requiring prior approval;
 - the form of hospitality (breakfast, lunch, dinner, reception, refreshments, etc.);
 - the costs supported by original detailed receipts (Note: photocopy of receipts and debit/credit card slips are not acceptable as they do not show sufficient detail to authorize payment or meet audit requirements.);
 - name and location of the event;
 - the number of attendees;
 - names of individuals entertained, their titles and the employer/company they represent;
 - records of necessary prior approvals; and
 - the specific budget code to which it is to be charged.
- All hospitality expense claims will be reviewed and approved by the individual's supervisor. For the Director, approval is required from the Chair. For the Chair, approval is required from the Superintendent of Business Services.
- *Original detailed receipts* are required to support all claims. Photocopies of receipts and debit/credit card slips are not acceptable as they do not show sufficient detail to authorize payment or meet audit requirements.