

Hospitality **FP-02**

POLICY Hospitality may be extended when necessary or desirable, as a matter of courtesy or to facilitate the program objectives of the IPC.

Business related meals off premises involving only IPC employees may be incurred where it is considered relevant to the IPC's program objectives (ie. strategic planning and/or operational planning meetings).

REQUIREMENTS Claims for hospitality must be supported by:

- a brief description of the purpose of the activity and justification;
- the names, positions, titles, and reason for the presence of those in attendance;
- a receipt for the amount paid detailing amounts claimed for meals, beverages including alcohol, or other (specify).

When extending hospitality, the cost of alcohol cannot exceed the cost of food /meal. The only exception to the policy on alcohol exceeding the cost of food is when a reception or conference being hosted by the IPC.

For light refreshments served on IPC premises refer to Policy FP-06, Refreshments.

PROCEDURES

Staff

Prior to extending hospitality send an e- mail to the Manager of Corporate Services requesting approval of hospitality expenditure.

If approved, complete a Statement of Travelling Expenses (refer to [Policy FP-11, Travel Expenses](#)) and forward to supervisor for review. Full documentation must be attached. Employees cannot be reimbursed from petty cash for meals. Credit card slips are may only be accepted with supervisor's approval.

Supervisor

Review completed form and submit to the Finance and Procurement Co-ordinator. Check form for accuracy and required signatures/initials.

Finance and Procurement Co-ordinator

Forward to the Finance Branch for processing and payment.

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