

Hospitality Expense Procedure

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<p>Approval Authority Associate Vice-President (Finance)</p>	
<p>Implementation Authority Director, Supply Chain Management</p>	
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- 1 Purpose** The purpose of this procedure is to outline:
- a) the process for reimbursement of Employees for out-of-pocket expenses associated with Hospitality; and
 - b) the specific requirements for approval of expenses associated with Hospitality.
- 2 Scope** This procedure applies to Hospitality expenses.
- 3 Definitions** In this procedure:
- a) “Employee” means an individual who is engaged to work for the University under a contract of service, that is, there is an employer-employee relationship between the individual and the University. For clarity, this term includes support staff, management and professional staff, the senior administration group, researchers, and faculty members.
 - b) “Hospitality” refers to any activity involving a visitor to or guest of the University when that activity supports the educational, research, or service activities of the University.
 - c) “PI” means the principal investigator.
 - d) “University” means the University of Calgary.
 - e) “University Facilities” means all buildings and grounds, including athletic and recreational fields, owned, leased, or operated by the University of Calgary.
- 4 Procedure**
- Claim for Reimbursement of Expenses**
- 4.1** Employees may recover out-of-pocket expenses for Hospitality by submitting a completed and approved Expense Report.

Supporting Documentation

- 4.2** Detailed original receipts must be attached to support claims for expenses.
- 4.3** If original receipts have been lost, the Employee must provide sufficient detail to justify the expense.
- 4.4** The Employee must also include:
 - a) the purpose of the occasion or event;
 - b) the names of the people in attendance; and
 - c) any additional material relating to the occasion or event.

Approval

- 4.5** The Authorized Approver will review the expense report to ensure that the expenses are:
 - a) directly related to the business of the University;
 - b) an Allowable Expense;
 - c) permitted under the terms and conditions of the specific funding source; and
 - d) properly documented.
- 4.6** If the conditions under 4.5 have been satisfied, the Authorized Approver will approve the report.
- 4.7** When the expense is funded from a research trust account, the following approvals are also required:
 - a) the Employee; and
 - b) the PI when the Employee is not the PI; or
 - c) the department head/dean when the Employee is the PI.

Submission of Expense Reports

- 4.8** Once the necessary approval has been obtained, the Employee will submit the expense report with receipts and any other supporting documentation to Accounts Payable at Physical Plant 65 except under circumstances described at 4.9 and 4.10 below.
- 4.9** For expenses relating to research and trust projects using Fund 60 in the Faculties of Arts, Medicine, Veterinary Medicine, and Science, and the Schulich School of Engineering, the Employee will submit the expense report with receipts and any other supporting documentation to the research fund analyst at the following location:
 - a) Arts: SS 1202
 - b) Engineering: ENF 271
 - c) Medicine: TRW 5th floor
 - d) Science: BI 530B
 - e) Veterinary Medicine: TRW 5th floor
- 4.10** For expenses relating to the Faculty of Nursing – Qatar, the Employee will submit receipts and any other supporting documentation to Accounts Payable, room G12.

Allowable Expenses

- 4.11** Food and Beverages:

- a) The cost of meals may be claimed by submitting receipts for the actual cost of food, beverages, and gratuities.
- b) The receipt must include an itemized statement and proof of payment. The Employee must write the names of all individuals in attendance on the receipt.
- c) Expenses related to the purchase of alcohol up to a limit of \$15 per person will be covered unless prohibited under the terms and conditions of the specific funding source.

Consumption of alcohol in or on University Facilities is subject to the Alcohol Policy.

4.12 Other Reimbursable Expenses:

- a) Local transportation.
- b) Guest accommodation. Reimbursement for hotel accommodation is normally limited to standard hotel room rates.
- c) Room rental.

Foreign Exchange Rate

4.13 The Employee must use the business system’s default exchange rate for receipts in a currency other than Canadian dollars unless a credit card statement rate or foreign exchange cash receipt rate is attached to the expense claim.

4.14 When the business system does not have a default exchange rate for a particular currency, the Employee may obtain it for the dates travelled from the Bank of Canada. Documentation supporting the rate applied must be submitted with the expense claim.

5	Parent Policy	<u>Hospitality and Travel Expenses Policy</u>
6	Related Policies	<u>Alcohol Policy</u>
7	Related Procedures	<u>Meetings and Working Sessions Expense Procedure</u> <u>Social Events Expense Procedure</u> <u>Special Events Expense Procedure</u> <u>Travel Expense Procedure</u>
8	Related Guidelines/Forms	<u>Wire Payment Request Form</u>
9	Related Information	<u>University Facilities</u>
10	History	September 15, 2011 Approved and Effective. January 1, 2020 Editorial Revision. Updated format and links. Also updated policy titles, where applicable.