

## Special Events Expense Procedure

<b>Classification</b> Financial Management	<b>Table of Contents</b> 1 Purpose ..... 1 2 Scope ..... 1 3 Definitions ..... 1 4 Procedure ..... 1 5 Parent Policy..... 3 6 Related Policies ..... 3 7 Related Procedures ..... 3 8 Related Information ..... 3 9 History ..... 3
<b>Approval Authority</b> Associate Vice-President (Finance)	
<b>Implementation Authority</b> Director, Supply Chain Management	
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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 Special Events; and
  - b) the specific requirements for approval of expenses associated with Special Events.
- 2 Scope** This procedure applies to expenses associated with a Special Event.
- 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) “PI” means the principal investigator.
  - c) “Special Event” means a one-time or infrequently occurring event outside normal programming or activities of the University.
  - 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**
- Reimbursement of Expenses**
- 4.1** Employees may recover out-of-pocket expenses for Special Events by submitting a completed and approved Expense Report.

**Supporting Documentation**

- 4.2 Detailed original receipts must be attached to support claims for reimbursement of out-of-pocket expenses or a request for payment from University Funds.
- 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 Special Event;
  - b) the names of people in attendance;
  - c) any additional material relating to the Special Event; and
  - d) evidence of prior approval.

**Approval**

- 4.5 The Authorized Approver will review the claim or request for payment 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 request for payment.
- 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 548
  - b) Engineering: CCIT 210
  - c) Medicine: TRW 5th floor
  - d) Science: BI 570
  - 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 actual cost of food, beverages (excluding alcohol), and gratuities will be covered with appropriate approval.
- b) Receipts 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 for a Special Event will be covered with appropriate approval.

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

<b>5</b>	<b>Parent Policy</b>	<a href="#"><u>Hospitality and Travel Expenses Policy</u></a>
<b>6</b>	<b>Related Policies</b>	<a href="#"><u>Alcohol Policy</u></a>
<b>7</b>	<b>Related Procedures</b>	<a href="#"><u>Hospitality Expense Procedure</u></a> <a href="#"><u>Meetings and Working Sessions Expense Procedure</u></a> <a href="#"><u>Social Events Expense Procedure</u></a> <a href="#"><u>Travel Expense Procedure</u></a>
<b>8</b>	<b>Related Information</b>	<a href="#"><u>University Facilities</u></a>
<b>9</b>	<b>History</b>	September 15, 2011    Approved and Effective. January 1, 2020        Editorial Revision. Updated format and links.