

REIMBURSEMENT RATES FOR LOCAL HOSPITALITY AND ENTERTAINMENT

Publication Date: Januaryst, 2014

Revision Date: December, 2023

In effect as of Augustst 2023

TYPE OF HOSPITALITY/ENTERTAINMENT	DESCRIPTION	REIMBURSEMENT RATE	OTHER
Hospitality	<ul style="list-style-type: none"> x Allowance to entertain external party in the course of undertaking University business x Examples: hosting job candidate, donor, guest speaker, etc. 	<ul style="list-style-type: none"> x <u>Breakfast</u> \$35/person required as supporting documentation 	<ul style="list-style-type: none"> x Some University employees could be in attendance but normally the cost of entertaining fellow University employees is not reimbursable, except in

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Annual Employee Function	<ul style="list-style-type: none"> x To enable all University employees to celebrate one significant occasion per calendar year (virtual or in presence) x Examples: holiday party, summer BBQ, etc. 	<ul style="list-style-type: none"> x \$75/employee/calendar year 	<ul style="list-style-type: none"> • Should normally be pre-approved/organized by a member from the Senior Leadership team
Exceptional Work Sessions	<ul style="list-style-type: none"> x Activity or event for which primarily University employees gather for an extended period of time for exceptional workrelated purp-0.7 ()TJ ET onspurp-0.7 ()TJ ET ns 		

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PURPOSE	DETAILS OF PURPOSE	EXAMPLES	ALLOWANCES
Employee Function	<ul style="list-style-type: none"> x To enable all University employees to celebrate a significant occasion (virtually or in presence) x Team Building activities 	<ul style="list-style-type: none"> x Holiday Party/Team Building events 	<ul style="list-style-type: none"> x \$50/employee/calendar year