



SUBJECT: Entertainment & Hospitality Expenses	CATEGORY: Finance	NO. 403
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PREAMBLE

As a publically funded organization, SIAS must ensure the prudent use of funds and maintaining appropriate controls while striving to project a positive image of professionalism in business operations.

POLICY

Entertainment and hospitality expenses must relate to the business of SIAS. These expenses must be reasonable and used with discretion by SIAS employees.

The policy of SIAS is to pay expenses necessarily incurred by employees in the performance of their employment; provided the expenses are one level up authorized (as per the Management Authorities Grid), reasonable and appropriately documented.

Entertainment and hospitality expenses may include the following:

- meals, lunches, coffee and juice, facility rentals;
- expenses for a companion of an employee (are eligible for reimbursement only on occasions of formal representation or protocol and with prior approval); and,
- under special circumstances, the purchase of alcoholic beverages may be permitted however; this request requires special prior approval by the president or a vice-president).

This provision is not intended for the purchase of food or food products for consumption by employees in their daily routine work environment (e.g.: coffee breaks, lunch breaks).

Political contributions such as attendance at political party dinners and other political fundraising activities are prohibited.

Entertainment and hospitality claims shall identify the date and nature of the hospitality and the group involved.

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PROCEDURE

Entertainment and Hospitality policy guidelines and the related forms can be found on mySIAST. The supporting policy guidelines provide definitions and more specific information.

RELATED POLICIES AND DOCUMENTS

- 411 Travel Allowances
- 504-G Management Authorities Grid
- 202-G Gift Acceptance
- 703 Code of Conduct

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