



Niagara Catholic District School Board

## **EMPLOYEE HOSPITALITY POLICY**

### ADMINISTRATIVE OPERATIONAL PROCEDURES

200 – Human Resources

Policy No 201.14

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: November 26, 2019

### APPROVAL PROCEDURE

1. All employees shall be reimbursed for approved expenses, which are incurred in fostering good relationships and networking.
2. Employees are directed to ensure that the expenses related to Hospitality are reasonable and economical and that they are required in carrying out their responsibilities.

### REIMBURSEMENT PROCEDURE

1. All claims for reimbursement of expenses require the authorization of the supervisor. All claims for reimbursement of expenses by the Director of Education are to be approved by the Chairperson of the Board.
2. All requests for payment of expenses related to hospitality shall be supported by original receipts, as well as the Credit Card Slips. The receipts shall indicate the specific purpose of the hospitality, including location, dates and individuals in attendance.
3. All claims for reimbursement of expenses should be submitted on a monthly basis, following the appropriate procedures and shall be claimed during the appropriate corresponding budget year.
4. Appropriate procedures for reimbursement of hospitality expenses would be submitting either a payment request or an expense claim, as appropriate, in financial software.
5. The following expenses and charges will not be eligible for reimbursement and/or payment: gift cards, movies or entertainment charges, charges for use of recreational/fitness facilities, alcohol, charges incurred by a family member, parking violation charges, traffic violation charges, and lavish gifts.

<b>Adopted Date:</b>	<b>March 27, 2007</b>
<b>Revision History:</b>	<b>December 17, 2013</b> <b>November 26, 2019</b>