



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: February 27, 2024

APPROVAL PROCEDURE

1. Employees shall be reimbursed for approved expenses that are incurred in fostering good relationships and networking with school board guests, school community members, and business partners.
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. Receipts shall support all requests for payment of expenses related to hospitality, as well as credit card slips if applicable. The receipts shall indicate the specific purpose of the hospitality, including location, dates and individuals in attendance.
3. All claims for reimbursement of expenses shall be submitted on a monthly basis, following the appropriate procedures and shall be claimed during the appropriate corresponding budget year.
4. Hospitality expenses shall be reimbursed through the Board's financial software. All receipts and slips for these expenses shall be scanned and uploaded in PDF format; no other format will be accepted. Receipts and slips shall be clearly visible and legible in the PDF document.
5. The following expenses and charges will not be eligible for reimbursement and/or payment: gift cards, gifts to employees, office social events, retirement parties, holiday lunches, 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.

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