

Hospitality and Employee Appreciation Guidelines

(June 2013)

Purpose

The Institute recognizes that hospitality expenses, where the primary purpose relates to the business of the Institute, may be incurred in carrying out its educational, research and service activities.

The purpose of these guidelines is to provide guidance to managers who incur or approve hospitality expenses to ensure that these expenses are managed in a consistent and cost effective manner across the Institute. They apply in respect of all hospitality expenditures incurred by the Institute, regardless of the source of funding.

Principles

- a) **Accountability:** As a publicly funded Institution, BCIT is accountable for the effective and efficient use of its resources.
- b) **Appropriateness:** All hospitality expenses must be seen to be reasonable and reflect prudence and good judgment. For most departments these expenses are expected to be minimal.
- c) **Scope:** Hospitality may be provided to employees and paid for by the Institute through work meetings, social functions, gifts and awards where it supports the education, research and service activities of the Institute.
- d) **Properly Documented:** Supporting documentation for reimbursement of claims and/or direct charges must include original receipts for all expenses being claimed. The receipt must include details on the method of payment (i.e. cash, credit card, debit card).
- e) **Responsibilities:** The individual incurring the expense will be personally responsible for payment of any expenses which exceed reasonable limits or are not in compliance with these guidelines.

Types of Expenditures

The most common categories of hospitality related to the business of the Institute are described below:

Work Meetings

The Institute may pay or reimburse reasonable expenses for working breakfast, lunch or dinner meetings, when groups of employees are giving up personal time to conduct Institute business and if the meeting could not have been reasonably scheduled for another time. A formal business discussion must be the purpose of the meeting. Individuals scheduling working meetings and arranging meals or refreshments must consider the business purpose and frequency of incurring such expenses. The normal expectation is that working breakfast, lunch and dinner meetings will be conducted on campus.

Staff Appreciation

Departments may incur reasonable expenses for staff appreciation events. In general, reasonable costs are defined as no more than \$50 per employee per calendar year and may not include any costs of alcohol. Examples of staff appreciation events include holiday receptions, employee BBQs, etc. but exclude Institute-wide functions. Departmental staff appreciation functions require prior approval by a Dean or Director.

Retirement Gifts

Normally, voluntary contributions or department social funds are used to contribute to employee retirement gifts. If required, departments may contribute up to \$200 for a non-cash retirement gift commensurate with the employee's length of service and/or contribution to the Institute when approved in advance by Dean or Director.

Gifts and Awards

Reimbursement will be made for gifts, other than gifts of money, which includes near cash (i.e. gift certificates and cards), given in appreciation of employee efforts beyond normal job responsibilities. Such appreciation gifts should be modest in value (e.g. Institute crested clothing, mugs, plaques, coffee, chocolates, etc.)

Expenditures for Alcoholic Beverages

Expenses will be reimbursed for alcoholic beverages related to International Education and Foundation activities that further the development of the business of BCIT if incurred at a moderate level appropriate to the circumstances.

Alcoholic beverages will be permitted for other hospitality functions with the advance approval of a Vice-President or the President.

Gifts to External Individuals

Reimbursement will be made for modest gifts given to individuals as “thank-you’s” for speaking or presenting at Institute events such as workshops and panels.

Reimbursement will be made for modest gifts given to individuals in countries where it is a cultural norm to do so provided that ethical business practices are not compromised.

Ineligible Expenses

- Memberships deemed to be personal or social in nature
- Non-business related or personal expenses
- Meals included in other reimbursable times (e.g. conferences)
- Social events deemed to be personal in nature
- Celebrations of birthdays, weddings, births, showers or other similar functions.
- Expressions of sympathy (including flowers, cards, etc. for bereavements)
- Donations to charities
- Purchasing flowers
- Expenses for functions related to an individual’s professional affiliation (i.e. International Accountant’s Day).
- Expenditures associated with attendance at political fundraising events

Approvals

Exceptions to these guidelines may be authorized in appropriate circumstances with prior approval of a Dean, Vice President or the President.

All reimbursement claims must be approved by the claimant’s direct supervisor. Unless otherwise permitted under these guidelines, an individual may not approve their own expenditures or the expenditures of subordinates where any part of the reimbursement contains amounts attributable to the authorizer.