



SUBJECT: Hospitality Expenses	CATEGORY: Operations & Administrative Services – Finance	NO.: O-1.7
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PREAMBLE

SIAST strives to project the image of professionalism in promotional and business operations while ensuring that a process for monitoring and controlling the spending of public funds is in place.

POLICY

Hospitality expenses must relate to the business of SIAST. These expenses must be reasonable and used with discretion by SIAST employees. Budget unit managers may authorize expenditures up to their budget allocations subject to SIAST’s Management Authorities Grid, Policy G-3.1.

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).

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

PROCEDURE

Hospitality forms are available on mySIAST.

Approved by: President & CEO	Prepared by: Financial Services	Date Issued: February 6, 2007	Supersedes/New Supersedes	Page 1 of 1
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