

 CASEY HOUSE	Title: Hospitality Expenses - Hospice	
	Category: Finance	Policy #: 3.325
	Type: Operational	Applicable to: All Staff
	Originator: CEO/Director, Finance	Approved by: Finance Committee
	Updated: 23-Sept-13	Next review: Sept-16
	Reference Documents: Broader Public Sector Expenses Directive, issued by Management board of Cabinet, effective April 1, 2011	

Policy

Hospitality is the provision of food, beverages, accommodation, transportation or other amenities paid out of public funds to persons who are not engaged to work for Casey House. Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate Casey House's business or is considered desirable as a matter of courtesy.

Casey House assumes no obligation to reimburse expenses that are not in compliance with this policy.

Hospitality may be extended on behalf of Casey House when, but not limited to the following:

- Engaging representatives of government, broader public sector, industry, or public interest groups in discussion on official matters.
- Providing or receiving information from national or international organizations and other charitable organization to develop an understanding and appreciation of their operations and/or Casey House operations and investigating the opportunities to develop partnerships.
- Sponsoring formal seminar/conferences on issues related to Casey House's work.
- Honouring persons who have provided exceptional service to Casey House or have contributed to the improvement of the quality of life for individuals living with HIV/AIDS.

Employee recognition events such as retirement parties and holiday parties are fully funded by Casey House Foundation or by the Sunshine Fund which is an employee funded fund .

Acceptance of hospitality from vendors (current or prospective) by Casey House staff or agents of Casey House may constitute a conflict of interest and is prohibited.

Managers/Directors are responsible for ensuring that employees are aware of their conflict of interest obligations.

Location

Casey House facilities should be used for hospitality when appropriate and available.

Costs

Functions should minimize cost but be consistent with:

- The status of the guest(s)
- The number of persons attending
- The business purpose to be achieved

Internal Control

Claimants are required to:

- obtain approval from the CEO before incurring expenses;
- submit original, itemized receipts with all claims;
- submit claims within 30 days of the event;
- if the information above is not available or is not possible, submit a written explanation with the claim to provide the CEO with adequate information for decision-making;
- repay any overpayments – it is considered a debt owing to the organization;
- if leaving employment with an organization, submit any claims for expenses before leaving the organization.
- provide the number of attendees listed by category (guests, government, Casey House Staff etc.).

Approval of Claims

1. Approvers are prohibited from approving their own expenses.
2. Expenses for a group can only be claimed by the most senior person present.
3. Approval will only be granted for expenses that were necessarily incurred in the performance of organization business.
4. Approval will only be granted for claims that include all appropriate documentation.

Recipients of Hospitality

1. Individuals may only be invited to attend a hospitality event as Casey House's representatives if they have direct involvement in the business purpose of the event. The number of Casey House representatives should be limited to those necessary for the function and should be kept to a minimum.

2. Part of normal business hospitality may include the consumption of alcoholic beverages with a meal or during a reception. Reimbursement of the cost of alcohol is permitted for hospitality events. The cost of alcoholic beverages cannot exceed the cost of food. Food should always be served when alcohol is available. Preference should be given to wine, beer and spirits produced in Ontario.
3. Prior written approval of the CEO is required for alcohol expenses to be reimbursed at a hospitality event.

Gifts of Appreciation

1. Token gifts of appreciation, valued at up to \$50, may be extended to persons who are not Casey House employees or contract service providers.
2. Gifts valued above \$50 must be justified and approved by a Director.