

## TRAVEL, MEAL AND HOSPITALITY EXPENSE POLICY

### PURPOSE

The University is subject to the Ontario Broader Public Sector Expense Directive (the "Expense Directive") and the Ontario Broader Public Sector Procurement Directive.

The Expense Directive (sec .1) provides for a commitment "to protecting the interests of taxpayers and strengthening accountability for organizations that receive public funding.

This Policy establishes the rules and principles for the reimbursement of travel, meals and hospitality expenses. It provides a framework of accountability to guide the effective oversight of public resources in the reimbursement of such legitimate and authorized travel, meals, and hospitality expenses that support the University's business, are incurred in the carrying out of employment duties and are not wholly personal in nature, subject to an identified and available budget to finance such expenses.

### SCOPE

This Policy applies to members of the Board of Trustees and all employees of the University not represented by BUFA.

In respect to employees of the University represented by BUFA, this Policy is only applicable

1. When read and applied in conjunction with the Professional Expense Reimbursement Policy when the funding source is a Professional Expense Reimbursement Account; or
2. When the funding source is a start-up account, project account, or research account; or
3. At the discretion of a Senior Administrative Council ("SAC") member when the funding source is other than those listed in 1 and 2 directly above.

When funds have been provided internally for research then this policy will apply and the expenses against such funds must be used in conjunction with an identified and approved research initiative. Where funding for the expense is provided by a Funding Agency, or where internal funds are provided as a required institutional contribution for a grant provided by a Funding Agency, a more stringent set of approval requirements may be used at the discretion of the Funding Agency.

In the event that the Funding Agency approval requirements are more stringent than this Policy, the responsible Funding Agency approval requirements will prevail.

The provisions of this Policy apply only to the extent that such provisions (or any one of them) are not prohibited by law including directives received from the Province of Ontario. If any provision in this Policy is held to be invalid, void or unenforceable by a court, arbitrator or government agency, then the remainder of the Policy, as the case may be, shall not be affected, impaired or invalidated, and all provisions not invalidated, voided or rendered unenforceable shall be valid and enforceable.

If any provision of the Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the Policy provision is required by law, in which case the Policy provision will prevail.

## POLICY STATEMENT

1. Claimants
  - a. Any employee who is eligible to use the University purchasing card must use the purchasing card wherever possible to pay for eligible travel, meals, and hospitality expenses.
  - b. Expense reimbursement for a group can only be claimed by the most senior employee present.
  - c. Itemized receipts are required for all expense reimbursements (credit card slips are not sufficient) unless the expense reimbursement is a per diem. If there is not an itemized receipt, a documented explanation must be submitted to explain why the receipt is unavailable and a description itemizing and confirming the expenses must be provided.
  - d. Expense reimbursements must be submitted within 9 months of the expense being incurred. In the event that an out-of-pocket expense reimbursement is submitted after 9 months, approval for the expense reimbursement must be obtained from a Vice President in order for the reimbursement to be authorized.
  - e. When an employee leaves the University, expense reimbursement requests must be submitted prior to leaving.

2. Approvers
  - a. May provide approval only for expenses that i) were incurred in the performance of University business, ii) are not wholly personal in nature, iii) comply with this Policy, and iv) fall within an identified budget under which funds are available to provide reimbursement.
  - b. May provide approval only for claims that include all appropriate documentation (e.g., itemized receipts).
  - c. Must ensure that a prior approval has been granted wherever it is required in this policy.
  - d. Must not approve their own expenses.
  - e. When an Approver is absent for any reason, including vacation, the Approver can appoint an Acting Approver, to exercise the authority of the Approver, indicating the period during which it is effective (beginning and end date) and reason for the temporary absence. Appointments shall be created using the delegations function in Workday. Appointments must be the Approvers' Second in Command or of a person who holds a position above the Approver in the University organization chart.
3. A Claimant shall not request nor shall an Approver authorize an expense reimbursement if there is a conflict of interest situation, being one that would or could appear to interfere with rendering of an unbiased decision on the Claimant's request or that could appear to prevent the Claimant or Approver from acting in the University's best interest. In such cases the Claimant or Approver should take the proposed expense reimbursement to the Approver's supervisor for approval. If in doubt, the matter should be brought to the attention of Financial Services.
4. Claimants may seek a policy exception using the Policy Exemption Request Form. The University President and/or Vice Presidents (following a written recommendation submitted by a Claimant and supported by a SAC Member) may approve a Policy exception, while maintaining compliance with this Policy and collective agreements without establishing University Practice or extending University Policy in any other situation Exceptions are to be considered on a case by case basis, without prejudice. Prior to the President or Vice-Presidents approving an Exception,

they should consider whether:

- a. The request is able to stand up to scrutiny by the auditors and members of the public.
  - b. The request is explained and documented with the filed reimbursement claim.
  - c. The recipient acknowledges and accepts in writing any applicable tax treatment (e.g. taxable benefit assessment) against the recipient.
5. Should there be a situation where there is an overpayment to a Claimant, such overpayment will be considered a debt owing to the University and must be repaid by the Claimant within a month after the overpayment has been identified and made known to the Claimant
  6. Claimants should expect reimbursement of approved and eligible expenses within six weeks of submitting a claim that includes all appropriate documentation as assessed by the Approver.
  7. Expenses may be incurred in a currency other than Canadian dollars but prior to submitting a claim to Finance the payment must be converted to Canadian dollars under one of the following methods:
    - a. Actual foreign exchange may be claimed where the transaction is paid by credit card and the credit card statement indicates the cost in Canadian dollars, the transaction currency and the converted cost or exchange rate. In this case, the Claimant must submit a copy of the credit card statement as proof of the exchange rate claimed. The Claimant should redact any personal information (i.e., credit card number, home address, etc.) on the credit card statement.
    - b. Actual foreign exchange may be claimed where the traveler paid for the expense claimed with funds that he/she converted, submits the receipt for the currency conversion showing the date, currency, amount and exchange rate. The date of the currency conversion must be within two months of purchase. The fee, if any, for conversion of the funds used to pay the expense is an eligible expense only to the extent that the fee relates to the funds used to pay the expense; this means that only the proportionate amount of the fee will be reimbursed if the fee relates to the conversion of a larger amount of currency than was used to pay the

expense.

- c. Calculate the Canadian equivalent of travel expenses denominated in a foreign currency using one of the following Oanda websites:  
[www.oanda.com/currency/classic-converter](http://www.oanda.com/currency/classic-converter) and [www.oanda.com/currency/historical-rates](http://www.oanda.com/currency/historical-rates). The websites provide for the conversion of most currencies by a specific date or range of dates. The Claimant may select the interbank rate up to 2%.

8. Claimants are not permitted to earn loyalty points on reimbursable expenses unless the points are accumulated for the benefit of the University.

## 9. Travel

For the purpose of this Policy, travel does not refer to a person's regular commute to work - expenses related to a person's regular commute are not reimbursable.

There are some positions where frequent travel is a requirement. On hiring (or promotion into such a position), Approvers should ensure new employees are aware of the Policy and how it will affect their jobs. In these situations, Approvers should meet with the Claimant to discuss appropriate strategies (e.g. pre-approval for frequent or regular travel, when meals can be reimbursed, use of vehicles, etc.).

In the majority of positions in the University, travel usually occurs irregularly on an as-needed basis; for example, to attend training, meetings, conferences or consultations, representing the University at an event, etc. In some cases, Claimants will be asked to travel, and in others, the request may come from the Claimants.

When the combined cost of travel (including transportation, accommodation, other kinds of expenses, meals, and hospitality) exceed \$4,000, approval is required before any arrangements are made. The approval must come from the Approver and one of the following individuals depending on the funding source:

Funding Source	Additional Approver
Operating Account, Professional Expense Account, Start-up Account, Project Account, or Capital Account	Reporting SAC Member or President/Vice President
Research Account	Associate Vice President Research

When planning any travel, consider business continuity (e.g., deciding whether all University people should travel together).

Travel costs of another individual (e.g. family member) are not reimbursable unless the travel costs are to sponsor a graduate student in the student's pursuit of a Brock University degree

When combining University business with personal travel, eligible expenses (e.g. travel, accommodation, meals) are limited to what would be applicable had the personal travel not occurred.

If there is a change in your itinerary, you should report any changes to your Approver as soon as possible.

## Insurance Reimbursement

### Medical and Health Insurance

Eligible employees are covered under the University's health insurance plans in the event of illness or injury. The cost of additional private medical and health insurance will not be reimbursed unless approved by Human Resources before any arrangements are made.

Employees can find information on existing insurance coverage on the Human Resources' website.

### Travel Accident Insurance

Eligible employees have basic insurance for accidental injury or accidental death. Extra insurance may be arranged at the traveler's expense - it will not be reimbursed.

### Rental Vehicle Physical Damage Insurance

The University purchasing card benefits include insurance for the cardholder if they are the driver of the rental vehicle that

covers the cost of repairing the damage to approved vehicle types rented using the card. If you have a University purchasing card you must use it to rent a vehicle and be the sole driver for the coverage to apply, and you should decline the collision damage waiver offered by the rental agency.

For additional information regarding the University purchasing card insurance coverage benefits please go to the [Brock Visa Purchasing Card sharepoint site](#)

If you do not have a University purchasing card, or you rent a vehicle that is not eligible for coverage under the card, you should purchase the collision damage waiver coverage offered by the rental company. The insurance costs can be claimed as a travel expense.

### **Transportation - How to Get There**

You are empowered to make your own travel arrangements in accordance with the Policy. Procurement Services is available to assist. Preferred travel vendors can be found on the Finance website.

For the purpose of this Policy the phrase “practical and economical” should be applied in the order of first “practical” and second “economical”.

#### Airplane

Air travel is permitted if it is a practical and economical way to travel.

Reimbursement will be allowed for the most economical flight option available, as well as standard fees for advanced seat selection and baggage, if required.

Premium or business class travel, including any premium services and/or premium seating may be considered on flights if related to the provision of reasonable accommodation (e.g. health reasons) but approval is required before any arrangements are made. The approval must come from your Approver and a SAC member.

#### Train

Travel by train is permitted when it is a practical and economical way to travel.

Reimbursement will be allowed for the most economical fare option available, as well as standard fees for advanced seat

selection and baggage, if required.

Upgrades to business class or premium service requires prior approval from your Approver and a SAC member. Travel in business class may be considered in the following circumstances:

- The need to work with a team;
- Choosing a travel time that allows you to reduce expenditures on meals or accommodation (e.g., compare an economy (coach) class ticket plus a meal, with the cost of a ticket for VIA 1, where the meal is included);
- Accommodation requirements; and
- Health and safety considerations.

International train travel should be at the Canadian equivalent to coach class.

## Vehicle

### Choosing the Appropriate Vehicle

When road transportation is a practical and economical way to travel, the order of preference is:

- Rental vehicle
- Personal vehicle, if it is more economical than a rental vehicle
- If you travel frequently as part of your position, these arrangements should be made when you are hired.

The Approver must make a decision on the type of vehicle used for travel (personal or rental) based on the frequency of travel as well as the distance per trip.

If a decision is made, with your Approver, for you to continue using a personal vehicle, both your research and the rationale must be documented.

### Rental Vehicle Requirements

When you are renting a vehicle for University purposes, you must:

- Name the renter as Brock University,



- Add the name of your unit, and
- List yourself and any other drivers on the rental contract.
- You can use a letter confirming that employees must name “Brock University” as the renter. This letter is available on the Finance website.
- Compact model or its equivalent is required. Any exceptions must be:
  - i. Approved by your Approver prior to the rental, if possible; and
  - ii. Guided by the principle that the rental vehicle is the most economical and practical size, taking into account the purpose for the rental, number of occupants and safety (including weather) considerations. Luxury and sports vehicles are prohibited. To avoid higher gasoline charges, refuel your rental car before returning it.

### Personal Vehicle Use

Brock University accepts no liability for any loss, damage, or injury that may result from the utilization of a private (personally) owned vehicle for business purposes, nor are they responsible for the personal auto insurance premium or potential premium increases.

If you use your personal vehicle while on University business, the following conditions apply:

- The vehicle must be insured at the vehicle owner’s expense for personal motor vehicle liability.
- It is the driver/owner’s responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
- The University will not reimburse the costs of insurance coverage for, including, but not limited to business use, physical damage or liability nor will it be responsible for any premium increases caused by accidents or convictions that occurred while using the vehicle for University business.
- The University is not responsible for reimbursing deductible amounts related to insurance coverage.
- In the event of an accident, you will not be permitted

to make a claim to the University for any resulting damages.

### **Kilometer Reimbursement**

The University assumes no financial responsibility for personal vehicles, other than paying the kilometer rate, which is calculated at a rate that includes costs related to operating most standard vehicles. The University will only pay the kilometer reimbursement rate if you are using your own vehicle for University purposes.

The kilometer reimbursement rate is applied as the lesser of:

1. The distance from the claimant's home campus or approved work from home location, if applicable, and the travel destination; and
2. The actual distance traveled from the claimant's home and the travel destination.

If you will be driving more than 500 kilometers round trip, a rental vehicle is recommended.

If you are going to drive your personal vehicle for more than five days within a single calendar month - even if you are not exceeding 500 kilometers over the five days, you should consider lower cost options, such as vehicle rental or audio or video conferencing.

The kilometer reimbursement rate is published on the Financial Services website. The University reimburses standard kilometers between many cities in Ontario. If the city travelled to is not on the standard kilometer list published on the

Financial Services website, you must submit a calculation for distances traveled in kilometers. Although the standard kilometer list includes cities exceeding 250 kilometers (500 kilometers round trip) from campuses, this does not imply approval for a personal vehicle when driving more than 250 kilometers (500 kilometers round trip).

Kilometer reimbursement for mileage between Brock owned or leased facilities within the same city are not eligible for reimbursement.

Kilometer reimbursement for mileage between approved work from home location and home campus are not eligible for reimbursement.

## Accident Reporting

All accidents must be reported immediately to local law enforcement authorities, your immediate supervisor, the Brock University Risk Management department at [riskmanagement@brocku.ca](mailto:riskmanagement@brocku.ca) and [besafe@brocku.ca](mailto:besafe@brocku.ca) . In addition:

- If you are using a rental vehicle, advise the rental car agency and contact the purchasing card insurance provider to initiate a claim.
- If you are using a personal vehicle, advise your own insurer.

## Parking and Tolls

Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries and highways, when driving for University purposes. Parking costs incurred at campuses as part of a regular commute to work will not be reimbursed. There is no reimbursement for traffic or parking violations.

## Taxis

Taxis may be justified in cases where:

- Group travel by cab is more economical than the total cost of having individuals travel separately by public transit or shuttle; or
- Taking a cab allows you to meet an unusually tight schedule for meetings.
- Taxis may not be used to commute to work or home except under exceptional circumstances; for instance:
- Weather, health or safety conditions indicate it is the best, appropriate option; or
- Transport of work-related baggage or parcels is required; or
- Safety-related reasons which have been discussed with and authorized by the employee's Approver.

## Public Transit

Local public transportation including hotel/airport shuttles should be used wherever possible.

## Accommodation

In the normal conduct of business, reimbursement for overnight accommodation in the area of your Home Campus will not be authorized or approved. However, in emergency or highly unusual situations exceptions will be considered. For example:

- You are required to remain close to your office for periods long in excess of (your) standard working hours.
- Your services are deemed necessary (and approved accordingly) for the purposes of emergency or crisis management.

There will be no reimbursement for hotel suites, executive floors or concierge levels when traveling.

Reimbursement will be made for single accommodation in a standard room.

Penalties incurred for non-cancellation of guaranteed hotel reservations are your responsibility and may be reimbursed only in an exceptional circumstance.

Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family:

- A maximum of \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, you must submit a written explanation describing the purpose of the trip, identifying the host and the number of days you stayed.
- The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque. Alcohol given as a gift for this purpose does not require an Alcohol Expense Reimbursement Approval form.

## Other Kinds of Expenses

### Cash Advances

If you need a cash advance for travel purposes and have a purchasing card, you are required to use the cash advance feature of the purchasing card. The amount of the cash advance should not be more than is required. Others are expected to

follow Finance's procedure on cash advances.

### Excess Baggage Fees

Excess baggage fees are reimbursable up to a maximum of \$100. Every effort should be made to minimize these costs.

### Visas and Immunization

You may be reimbursed for the cost of a visa and/or immunizations and medications, if necessary for international travel.

Approval for a visa and/or immunization must be received from your Approver and a SAC Member prior to the expenditure being incurred. The reimbursement of this expense may be when it can be assessed that you would otherwise not have had a need for a visa and/or immunization except for the fact that you have been explicitly asked by the University and endorsed by a SAC Member to travel causing the need for a visa and/or immunization.

The reimbursement of these expenses may result in a taxable benefit to you.

### Personal Care

If traveling on business for five consecutive days or more, reimbursement is allowed within reasonable limits for expenses such as:

- Laundry
- Dry cleaning

Itemized receipts are required.

You will not be reimbursed for personal or recreational items (e.g., the toothbrush you forgot to bring from home, pay-per-view, or items from the mini-bar).

### Tips/Gratuities

You may be reimbursed for reasonable gratuities for porter, hotel room services, and taxis. Keep a record of gratuities paid. Examples of reasonable amounts for gratuities include:

- 10%-15% on a restaurant meal
- 10% on a taxi fare

- \$2-\$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay
- \$2-\$5 per bag for a porter

### Telecommunication

Wherever possible, you are expected to use the least expensive means of communication.

If using a mobile device outside of Canada for phone, data or text messages, consider the purchase of a travel plan if more economical and use wifi wherever possible in lieu of cellular connectivity.

Using your University-owned device 'out of country' is at the discretion of the employee's supervisor or direct report. Costs incurred without using the most economical method (ie. travel plan) and/or without prior approval will be the liability of the University-device user.

Use audio or video conferencing whenever possible, as an alternative to travel.

If you are away for University purposes, reimbursement will be made for:

- reasonable, necessary personal calls home for each night away; and
- additional business expenses, such as:
  - Calls for University purposes
  - Emergency calls from air or rail phones
  - Internet connections and computer access charges
  - Facsimile transmissions
  - Word processing and photocopying services
  - Rental and transportation of necessary office equipment

### Dependent Care

For the purposes of this Policy, a dependent is a person who resides with the traveler on a full-time basis and relies on the traveler for care (e.g., a child or parent).

***Prior*** approval for reimbursement of dependent care expenses by your Approver and a SAC Member must be obtained before

the expenses are incurred.

If travel is an expected part of your position at the University, there is no reimbursement for dependent care expenses.

However, expenses may be reimbursed if the travel requirements of your position at the University or personal circumstances change unexpectedly.

Requests for dependent care expenses may be reimbursed under the following circumstances:

- If travel is occasional or unexpected, and
- If you incur expenses above and beyond your usual costs for dependent care as a direct result of travel.
- In these situations, you may be reimbursed for your actual costs up to a daily maximum:
- \$75/day, if you have a caregiver's receipt; or
- \$35/day, if you provide just a written explanation

The reimbursement of dependent care may result in a taxable benefit to you.

### Home Management

*Prior* approval for reimbursement of home management expenses by your Approver and a SAC Member must be obtained before the expenses are incurred.

If travel is an expected part of your position at the University, there is no reimbursement for home management expenses.

However, expenses may be reimbursed if the travel requirements of your position at the University or personal circumstances change unexpectedly.

Requests for home management expenses may be reimbursed under the following circumstances:

- If travel is occasional or unexpected, and
- If you incur expenses outside of the norm as a direct result of travel.
- The type of expenses that may be considered, based on the length of time you are away, could include:
- Snow removal
- Grass cutting
- Mail service

- Someone to check in on your house

The Approver must take into account what constitutes a reasonable situation and expense. For example, timely snow removal might be subject to local by-laws. In this case, if you are traveling as a regular part of your University position you would be expected to have your own arrangement, at your own cost, in place already; however, if you travel only occasionally you might not. This cost could then be considered for reimbursement.

## 10. Meals

### Rules

**Expenses involving consumption of alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. There are no exceptions to this rule.**

Reasonable and appropriate meal expenses may be reimbursed. For defining a reasonable amount, we use the federal reimbursement rates for meal expenses as set out in the appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or successor directive. You may incur a meal expense when you are on University business and away from the area of your Home Campus or have prior approval from your Approver or a SAC Member (e.g. a business meeting within the office area that must occur over lunch).

When using a University Purchasing Card to purchase a meal, itemized receipts are required and the cardholder must ensure the meals purchased are kept to a reasonable amount as outlined in the appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or successor directive.

When using personal funds to purchase a meal the claimant has two options for reimbursement.



- (i) Claimant may submit itemized receipts and reimbursement will be for the lesser of the actual amount spent or the rates shown on the appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or successor directive.
- (ii) Claimant may request a per diem up to, but not exceeding the rates shown on the appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or successor directive.

Reimbursement is for restaurant or prepared food only. Reimbursement for groceries must have prior approval and a written rationale must be submitted with the claim. Daily meal allowance rates apply.

Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences.

If you travel as a regular part of your job, your meals will not normally be reimbursed unless you have obtained prior approval.

### **Combining meal rates**

For meals in Canada and outside of Canada you may combine the individual meal rates.

### **Meal rates**

The federal reimbursement rates for meal expenses as set out in the appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or successor directive may be found on the federal government website using their alphabetical listing of policies to look up the Travel Directive.

The two relevant appendices are:

- Appendix C - Allowances - Modules 1, 2 and 3
- Appendix D - Allowances - Module 4

The following chart sets out when and how to use the appendices.

Travel to	Rates found in	Application for this Directive
Canada and USA	Appendix C	<ul style="list-style-type: none"> <li>• rates are in Canadian funds when the meal occurs in Canada</li> <li>• rates are in US funds when the meal occurs in the US</li> <li>• rates include taxes and gratuities</li> </ul>
International (outside Canada and continental USA)	Appendix D	<ul style="list-style-type: none"> <li>• rates are in the funds identified for each country</li> <li>• there are often different rates dependent on the city</li> <li>• rates include taxes and gratuities</li> </ul>

## 11. Hospitality

### What is “hospitality” for the purpose of this Policy?

*Hospitality* is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not employed by the University. Functions involving only University employees (along with their partners or immediate family members) are not considered hospitality functions.

### Rules

Hospitality may be extended in an economical and consistent manner when:

- It can facilitate University purposes; and
- It is considered desirable as a matter of courtesy or protocol.

Expenses that do not fit the definition of hospitality will not be reimbursed. Examples of such expenses would be: office social events, retirement parties and holiday lunches.

*Prior* approval from your Approver, a SAC Member and a Vice President is required for hospitality events where alcohol will be consumed, whenever practicable. Approval is required to be documented on the appropriate alcohol expense reimbursement approval form.

### *When hospitality is appropriate*

Hospitality may be extended on behalf of the University when engaging in discussion of formal University matters with, or

sponsoring formal conferences for representatives from other Universities, governments, broader public sector (including Charitable organizations), donors, and the private sector.

#### *Responsibilities regarding alcoholic beverages*

- Prior approval is required from your Approver, a SAC Member and a Vice President, whenever practicable. (business case must be prepared on the appropriate alcohol expense reimbursement approval form).
- An Alcohol Expense Reimbursement Approval form must be completed for all hospitality meal expenses where alcohol is provided and attached to the reimbursement submission.
- Alcohol should be provided in a responsible manner, e.g., food must always be served when alcohol is available.
- Preference should be given to wine, beer and spirits produced in Ontario.

#### *Planning the event*

- Choose the location
  - Use a University facility if there is one available and appropriate.
  - If a University facility is not available and another is chosen, your Approver and a SAC Member must provide prior approval.
- Minimize costs where possible, but have due regard for the guests' status, the size of the event, and the intended event purpose.

#### *Managing the guest list*

- The host extending the invitation:
  - Must document and justify the list of University representatives;
  - Keep the number of University representatives to a minimum, limiting it to those who have a direct involvement in the event purpose;
  - May include the partner of a host or University representative only when required by protocol;
  - May reimburse expenses incurred by a partner, as a guest of University hospitality with the following provisions:

- may be paid only on authorization by the Unit's SAC Member
  - may include costs for travel, event tickets or tours
  - must be paid directly to the partner concerned.
- For hospitality events where guests may include current or prospective vendors of record, you must avoid either the actual or perceived preferential treatment of any vendor.

#### Submitting the claim for reimbursement

- All expenses must be documented and include itemized receipts.
- The claim must include event details regarding:
  - Purpose;
  - Date(s);
  - Location;
  - Type of hospitality (breakfast, lunch, dinner, reception, refreshments, etc.);
  - Attendees
- University attendees that are associated with the reimbursement claim(all people and positions covered by this Policy) listed by name
- Other attendees that are associated with the reimbursement claim listed by name and organization.

#### *Gift-Giving*

Appropriate token gifts of appreciation, valued up to \$30, may be offered in exchange for gifts of service or expertise to people who are not employed by the University. Gifts valued over \$30 must have prior approval by a SAC Member. Alcohol given as a gift for this purpose does not require an Alcohol Expense Reimbursement Approval form.

#### 12. Expenses for consultants and other contractors

Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:

- Meals, snacks and beverages
- Gratuities
- Laundry or dry cleaning
- Valet services
- Dependent care
- Home management
- Personal telephone calls

### Claims for Reimbursement of Expenses

Reimbursement for allowable expenses under this Policy can be claimed only when the contract with the University specifically allows for it.

## DEFINITIONS

In this Policy,

**“Approver”** means Immediate Supervisor (i.e. Dean) or an individual who holds a position above the Immediate Supervisor in the University organization chart or an individual to whom the Immediate Supervisor delegates (i.e. Associate Dean or Faculty Finance Manager). If a Policy exception is requested, this would be the University President or a Vice-President.

**“Board”** means the Board of Trustees of the University.

**“Claimant”** means anyone making a claim under the terms of this Policy. A Claimant must be a Board member or employee.

**“Commitment”** means any verbal commitment, written or oral, or undertaking which could have the effect, if implemented or acted upon, of legally binding the University.

**“Consultants”** and **“Contractors”** means individuals or entities under contract to ministries or to classified agencies providing consulting or other services.

**“Dependent”** is someone who resides with the traveler on a full-time basis and relies on the traveler for care (e.g., a child or parent).

**“Document”** or **“Documents”** means any written instrument whether on paper or in electronic form including, any contract, agreement, deed, purchase order, memorandum, letter of intent, application, release, waiver or acknowledgement which, when executed, will have or is intended to have the effect of causing the University to be bound in a legally enforceable

relationship with any other person but shall not include:

- (i) any cheques, bank drafts, orders for payment of money, promissory notes, acceptances, bills of exchange, debentures and any similar instruments; and
- (ii) correspondence, whether by letter or in electronic form, intended to convey information or clarify a position on a matter, but not intended to create a contract or agreement or Commitment between the University and any other person, whether or not a legally enforceable right or remedy is created thereby.

**“Execute”** means to complete the formalities intended to give effect to a Document and may include any one or more of the following formalities as may be required in the circumstances:

- (i) signing the Document;
- (ii) causing the seal of the University to be affixed to the Document; and
- (iii) causing delivery of the Document to be made to the other parties thereto.

**“Funding Agency”** means an external organization that provides funding.

**“Home Campus”** for the purpose of this Policy means the area surrounding the regular campus workplace.

**“Hospitality”** means the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the University. Functions involving only University employees are not considered hospitality functions.

**“Immediate Supervisor”** means an individual to which the Claimant reports.

**“Including”** and **“includes”** when used herein means “including without limitation” and “includes without limitation”.

**“Itemized receipt”** means document identifying the vendor with the date and amount of each expense item paid by the Claimant. Itemized receipts can be in paper, electronic or scanned format

**“Policy”** means this policy dealing with Travel, Meal, and Hospitality.

“Second in Command” means the person that holds the position of the Immediate Supervisor when the Immediate Supervisor is absent.

“University” means Brock University. “You”

and “Your” refers to the Claimant.

Schedule “A” - “Ineligible Expenses” attached hereto forms part of this Policy. It can be adjusted/amended between Policy review dates by Financial Services with the written approval of the President and Vice President, Administration. Any adjustment/amendment will become effective immediately.

**COMPLIANCE  
AND  
REPORTING**

The SAC Member of each unit is responsible for maintaining compliance with the Policy.

Approvers have a duty to report clear violations of the Policy to a SAC Member.

Policy owner:	Vice-President, Administration
Policy lead:	Associate Vice-President, Financial Services
Policy Classification	Operating
Authorized by:	Board of Trustees, Financial Planning and Investment Committee
Accepted by:	Senior Administrative Council
Effective date:	March 10, 2017
Next review:	June 2025
Revision history:	June 2013 June 2014 June 2018 June 2022
Related documents:	All Board approved policies

## Schedule A - Ineligible Expenses

Ineligible expenses are identified below (some partial exceptions and/or exemptions may be applicable and are as stated):

Ineligible Expense
Any expenditure for wholly personal purposes
Costs of another individual (e.g. family member)
Expenditures already or to be reimbursed from another organization or source
Conference and seminar activities that are considered optional and not included in the conference or seminar pricing (e.g. golfing)
Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs.
Decorations for non-public spaces (e.g. offices) such as framed art and plants
Home installation costs (e.g. home internet services)
Home service costs (e.g. phone/fax, cable, satellite)
Interest charges for late payment
Passport fees
Items lost or stolen at the University or while on University business
Tickets and fines (e.g. traffic & parking violations)
Personal mobile devices (e.g. cell phones) except as allowed in the Professional Expense Reimbursement Account Policy and the Staff Mobile Devices Policy
Personal phone calls, voice or data usage. In the event incremental costs are incurred, these costs must be reimbursed to the same expense account the original costs were expensed within one month of the additional costs coming to the attention of the employee
University parking permits
Season tickets to cultural or sporting events
Clothing allowance not related to health and safety or special job requirements
Access to private health clinics - medical services outside those provided by the provincial health care system or by the University's group insured benefit plans.
Professional advisory services for personal matters, such as tax or estate planning.
Reimbursement of meal and hospitality expenses for consultants and other contractors.
Hazardous materials and chemicals (unless approved by "Science Stores")
Radioactive materials (unless approved by "Environmental Health and Safety")
Alcohol, except as allowed in the Travel, Meal and Hospitality Expense Policy
Gifts, except as allowed in the Travel, Meal and Hospitality Expense Policy
Home internet, except as allowed in the Professional Expense Reimbursement Account Policy
Rental or purchase of formal wear (e.g. tuxedos and gowns), except as allowed in the Professional Expense Reimbursement Account Policy
Donations to charitable organizations and political parties (unless approved by the President or a Vice-President)
Holiday events and parties (unless approved by the President or a Vice-President)
Life events and parties (e.g. birthdays, weddings, births, bereavements except as outlined in collective agreements or Human Resource policies and procedures, and illness) and awards of service or performance related rewards, except as provided for through Human Resources or approved by the President or a Vice President.
University tickets to events or dinners (e.g. Brock socials, reunions, galas, fundraisers) where the President or a Supervising VP has not specifically requested a claimants attendance with specific notification that their event or dinner ticket will be paid.