



Section: Finance and Administration	Number: 12.30.P.v2
Subject: Hospitality and Entertainment	Associated Document Form Number: N/A
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PURPOSE

The purpose of this policy is in recognition of the occasional need to incur expenses to develop and maintain effective working relationships with external parties/guests and to establish a policy to govern these expenditures.

Hospitality is defined as the provision of food, beverages, accommodation, transportation or other amenities at OTN's expense to persons who are not employees and engaged to work for Broader Public Sector organizations or any of the Ontario government ministries, agencies and public entities covered by the Ontario Public Sector Travel, Meal and Hospitality Expenses Directive.

SCOPE

This document applies to OTN in its entirety.

POLICY

The incurring of hospitality/entertainment event expenses will normally be restricted to the Senior Leadership Team. Where other staff members identify a need to entertain guests, email **pre**-approval, including a brief description of the event, estimated costs and a list of potential attendees, must be obtained from the respective SLT Member.

Any intention to provide alcoholic beverages to guests must have email **pre**-approval from the CEO.

When events are extended by OTN, and guests include current or prospective vendors, hosts must ensure it does not give, or is not perceived to give, preferential treatment to any vendor.

Acceptance of hospitality from current or prospective vendors may constitute a conflict of interest and may therefore be disallowed. All staff must be aware of their conflict of interest obligations.

Hospitality/entertainment expenses are subject to the same reimbursement approval guidelines as defined in the Travel and Expense policy (\$13 for breakfast, \$17 for lunch, \$30 for dinner per person, inclusive of tax and tip). Claims should be submitted on the Expense Claim Form, accompanied by the pre-approval documentation, a list of attendees and original and itemized receipts supporting all charges.

ROLES AND RESPONSIBILITIES

The host must ensure that the event is being held on account of a guest of OTN and not for the benefit of OTN employees.

The approver of the expense is ultimately responsible for the legitimacy of the claim by ensuring that the hospitality event is extended in an economical, consistent and appropriate manner when it will facilitate OTN business or is considered desirable as a matter of courtesy.

EXCEPTIONS

The CEO has discretion to spend up to \$75 per person for an event. Anything more would require written pre-approval by the Chair of the Board.

It is recognized that there could be situations that may deviate from this Policy, including a request to exceed the reimbursement maximums. In those situations, supporting rationale should be provided in writing and submitted with the Expense Claim to the VP, Finance and Administration for approval prior to submission for payment.

RELATED DOCUMENTS

Subject	Number
Conflict of Interest Policy	05.10.P
Travel and Expense Policy	12.50.P