

HOSPITALITY AND ALCOHOL

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	F. Finance
Parent Policy:	F12
Approval Date:	February 13, 2017
Effective Date:	February 13, 2017
Procedure Owner:	Chief Financial Officer

Overview:	
Procedures:	<p>The cost of a prudent/economical amount of alcoholic beverages may be considered an allowable expense under the following circumstances:</p> <ul style="list-style-type: none"> • College events including but not limited to employee recognition, Board of Governors and Presidents' dinners/receptions, and GALA. • "Hospitality" for the purposes of furthering the college's interest consistent with this policy. <p>Hospitality may be extended on behalf of the college when engaging in discussion of official college matters with, or sponsoring formal conferences for representatives from:</p> <ul style="list-style-type: none"> • government or other post-secondary officials; • other publicly funded organizations; • business, alumni and industry; • public interest groups; or • labour groups. <p>SPECIFIC LIMITATIONS</p> <p>The purchase of alcohol will be limited to the members of the college's executive (i.e. President, Vice Presidents and the Chief Innovation Officer), the Executive Director Campaign, Chief Development Officer and the Senior Development Officers. Other staff may be considered eligible provided those staff receive prior written permission from their relevant Vice President to purchase alcohol.</p> <p>Alcohol on solo business travel or in working sessions involving only other Olds College staff is not a legitimate expense. Unless the purchase of alcohol is in</p>

Definitions:
Related Information:
Review Period:
Revision History:

<p>accordance with this policy, no other kind of purchase will be considered a legitimate expense.</p> <p>RESPONSIBILITY REGARDING ALCOHOLIC BEVERAGES</p> <ul style="list-style-type: none"> • If alcohol is provided at an event, it should be provided in a responsible manner, e.g. food should be provided when alcohol is provided. • For college hosted events, the provision of alcohol must conform to Policy <i>E01 Alcohol Use and Service</i>. <p>OTHER</p> <p>Purchases of alcohol may be done with the corporate purchase card or by the employee paying for the item and then claiming for reimbursement. An itemized receipt/invoice is required that clearly indicates what was purchased and for whom.</p>
<p>Hospitality: The provision of food and beverages to people who are not staff of Olds College. These expenses can be considered as hospitality when it would facilitate college business and be considered desirable as a matter of courtesy or protocol.</p>
<p>E01 Alcohol Use and Service</p>
<p>3 years</p>
<p>New: June 2014 Revised: February 2017</p>