

<b>MANITOULIN HEALTH CENTRE</b> Hospitality	<b>POLICY:</b>	<b>DEPARTMENT:</b> Finance
<b>EFFECTIVE DATE:</b> April 1, 2011	<b>DATE REVIEWED:</b> February 2011, April 2018	
<b>PREVIOUS POLICY:</b> N/A	<b>DISTRIBUTION:</b>	

## STATEMENT OF POLICY

All MHC employees and managers must comply with the Broader Public Sector Expenses Directive issued by the Management Board of Cabinet effective April 1, 2011.

For the purposes of this policy, “hospitality” is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for MHC.

Functions that are exclusively provided to MHC staff are not considered “hospitality” and therefore not covered under this policy. Functions of this nature are defined as staff appreciation or recognition events.

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

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


Prior written approval from the CEO is required for hospitality events. If alcohol is served as part of a hospitality event, it must be served in a responsible manner, with food.

## PROCEDURE

- When submitting a claim for reimbursement, all expenses must be documented and include original itemized receipts;
- Reimbursement shall follow the approvals chain of command. For example, managers require the CEO’s approval and the CEO requires the Board of Directors review and approval;
- At a minimum, the claim must include a description of the event, reason for holding the event, dates and location;
- Reimbursement for hospitality expenses shall be made as soon after month end as is practicable (preferably within 5 business days from month end); and
- Failure to comply may result in a denial of the expense claim.

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Vice-President Corporate Support Services & Chief Financial Officer	
	April 2018
	
	Lynn Foster

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