



| <b>BOARD POLICY</b>   |                                    |
|---|------------------------------------|
| <i>Policy Section</i><br><b>FINANCE</b>                     | <i>Policy Number</i><br><b>205</b> |
| <i>Administrative Procedure Number</i><br><b>AP-FIN-205</b> | <i>Page</i><br><b>1 of 3</b>       |

## **POLICY TITLE**

Expenditure Guidelines:  
Hospitality/Honorariums/Recognition/Meeting Costs

### **1.0 PURPOSE**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to transparent and accountable business practices.

### **2.0 POLICY**

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to allow for reasonable expenses incurred for hospitality, honorariums, employee recognition, and meeting costs.

### **3.0 GUIDELINES**

- 3.1 Authorized expenses incurred to support School Board objectives are legitimate expenses that can be charged to a school or department budget, or reimbursed where paid personally.
- 3.2 Hospitality is provided only when the event involves people from outside the School Board. Functions involving only people who work for the School Board are not considered hospitality functions.
- 3.3 Meeting costs refer to costs incurred for staff meetings, professional development, and training sessions, and may include rental of facilities (where a suitable Board-owned facility is not available) and catering for meals and nutrition breaks.
- 3.4 The Administrative Procedure has been established for all departments and schools and any exceptions require written approval by a Superintendent.

3.5 Approvers are accountable for their decisions, which should:

- be subject to good judgement and knowledge of the situation;
- be exercised in appropriate circumstances;
- comply with the principles and requirements set out in the Policy and Administrative Procedure.

Managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining the general intent of the Policy. When exercising managerial discretion, rationale should be documented and included in the claim file.

#### **4.0 TERMS AND DEFINITIONS**

##### **4.1 HOSPITALITY**

Hospitality is the provision of food, beverages, accommodation, transportation, or other amenities at Board expense.

#### **5.0 REFERENCES/RELATED DOCUMENTS**

Broader Public Sector Expenses Directive

#### **6.0 RELATED POLICIES**

#### **7.0 RELATED FORMS**

#### **8.0 APPROVED BY BOARD**

March 27, 2012

#### **9.0 EFFECTIVE DATE**

March 27, 2012

**10.0 POLICY REVIEW DATE**

March 2017

**11.0 REVIEW BY**

Superintendent of Business and Finance