
		<b>POLICIES &amp; PROCEDURES MANUAL</b>	
<b>SECTION - FINANCE</b>		<b>SUBJECT - Hospitality</b>	
POLICY #22			
<b>APPROVED:</b>  Executive Director		<b>DATE APPROVED: December 18, 2012</b>	
<b>REVISION DATE:</b>		PAGE 1 OF 1	

*This policy is in accordance with the Broader Public Sector Expenses Directive issued by Management Board of Cabinet, April 1, 2011.*

**DEFINITION**

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who do not work for Community Living Belleville and Area (CLBA) or any of the Ontario government ministries, agencies and public entities.

**GENERAL**

1. Functions involving only those people in the organizations listed above are not considered hospitality functions and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of anyone covered by Management Board of Cabinet's "Broader Public Sector Expenses Directive", or by the Ontario Public Service "Travel, Meal and Hospitality Expenses Directive". Examples would be: office social events, retirement parties and holiday lunches.
2. Acceptance of hospitality from vendors (current or prospective) by a CLBA employee or Board member may constitute a conflict of interest, and may therefore be prohibited.
3. The provision of alcoholic drinks at a hospitality event must have the prior written approval of the Executive Director.