

HOSPITALITY, MEETINGS AND EVENTS HANDBOOK

as per *The Policy on Hospitality, Meetings and Events* (CFO-10)

Last updated: February 26, 2020

SCOPE

This handbook (the “Handbook”) provides University-wide administrative controls and procedures to ensure the clear interpretation and application of the *Policy on Hospitality, Meetings and Events* ([CFO-10](#)) (the “Hospitality Policy”). The guidelines found herein will ensure efficient approval, reporting and reimbursement of Allowable Expenses for travel and conference expenses incurred on behalf of Concordia University (the “University”). The modalities of this Handbook complete the Hospitality Policy and are in addition to those set out in the Hospitality Policy. In case of conflict between the terms of this Handbook and the Hospitality Policy, the Hospitality Policy supersedes the Handbook. All capitalized terms have the meaning ascribed to them in the Hospitality Policy, unless otherwise set out in the Handbook.

This Handbook applies to all Hospitality, meetings, and events related expenses incurred on all sources of funding administered by the University including but not limited to, operating, restricted and research funds.

Hospitality, meeting and event Allowable Expenses to support research activities must comply with the Hospitality Policy as well as with this Handbook unless the granting agency or sponsor’s policy/contract is different, in which case the policy of the granting agency or sponsor will supersede the Hospitality Policy.

It is strongly recommended for faculties and units to enforce more rigorous standards than those set out in this Handbook.

No exception to the Hospitality Policy or this Handbook can be made without the prior written approval of the Chief Financial Officer.

Paying for Allowable Expenses

Allowable Expenses for a Hospitality event may be incurred in the following way:

- Claimant can pay for the expenses (“out-of-pocket”) and subsequently claim reimbursement via the expense reimbursement form
- Claimant can pay for the expenses with a University corporate credit card (“CCC”)

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- Claimant can book Hospitality Allowable Expenses through the University's Hospitality Service which will be charged directly to their internal account
- Claimant can initiate the procurement of Hospitality related purchases via the University's online Web requisitioning system (WebReq)

Determining total cost of a Hospitality Meeting or Event (1)

It is important to include all related costs associated with the Hospitality Event or meeting (the "Hospitality Event") to determine if the total Allowable Expenses exceed the \$5,000 threshold level requiring prior approval from a member of the Senior Administration.

The following costs must be included when planning a Hospitality Event:

- Full cost of meals, including the cost of alcohol and the required permits to serve drinks
- Space rental(s): when at no cost, no value is to be reflected in total cost of the Hospitality Event
- Travel and accommodations costs for externally invited guests or speakers or donors
- Advertising & promotional costs and all other direct costs for materials required during the event
- All resources hired explicitly to run the event and who are not otherwise normally on University payroll in a regular position
- Any other direct cost related to the Hospitality Event

IMPORTANT NOTE (1):

For clarity, when academic and research conferences are planned, only the entertainment or Hospitality part of the conference costs (i.e. meals, refreshments and alcohol) is intended to be included towards determining if prior approval is required. In general, academic and research conferences are not considered to be a Hospitality Event. However, if alcohol is planned to be consumed at an academic or research conference, prior approval will be required by an Academic Dean or Administrative Unit head when the meals refreshments and alcohol costs are under \$5,000. In addition, if the event's cost is in excess of \$5000.00, prior approval will be required from a member of Senior Administration

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Required information for Hospitality Event Allowable Expenses

The following information at a minimum must be provided to Financial Services at all times:

- Category of the function, event, meeting, meal and how it relates to University business
- Name(s) of the visitor(s) and/or the name(s) of the company or agency the visitor(s) represent(s)
- Name(s) of faculty and staff members in attendance and/or the name of the University committee or department involved

Reimbursement of Hospitality Event Allowable Expenses

Faculty and staff who pay for Hospitality Event Allowable Expenses out-of-pocket are to submit their expenses for reimbursement within **90 days** of the date the expense(s) was incurred.

If a Hospitality related expense is incurred while on a conference, you may submit your Hospitality Allowable Expenses on the same Expense Report form as the conference trip you attended. You will need to clearly indicate under which policy the expenses are being submitted on the relevant line of the Expense Report, such as "Hospitality Policy", in the case of Allowable Expenses reimbursed pursuant to this Handbook.

** Please refer to the Travel and Conference Policy ([CFO-3](#)) and related [Travel and Conference Policy Handbook](#) for guidelines on how to complete and submit an Expense Report, what constitutes acceptable and sufficient supporting documentation, and the responsibilities of both the Claimant and Approver (as such term is defined in the Travel and Conference Policy ([CFO-3](#)) of Expense Reports.*

Some relevant extracts from the Travel and Conference Handbook follow:

Claimants must use the online Expense Report form as of September 1st. Hand written paper expense reimbursement forms will no longer be accepted for expenses incurred after this date.

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Online Expense Report reimbursement form (Myconcordia.ca)

Concordia University EXPENSE REPORT REIMBURSEMENT FORM Date: 10-Jan-2018

Claimant : Staff XYZ

email : XYZ@Concordia.ca

Address : 1455 De Maisonneuve Blvd. W

Montreal Quebec H3G1M8 Canada

Itinerary (if applicable):

Method of reimbursement [Information about Wire Transfers](#)

Expense item information:

Date	Description	Fund/Orgn	Account Code (Codes)
<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *
Other Currency	Exchange Rate	Canadian Currency	
\$ <input type="text"/>	<input type="text"/> <input type="button" value="Calculate"/>	\$ <input type="text"/> *	<input type="button" value="save expense info"/>
Select A Currency <input type="text"/>			<input type="button" value="clear"/>

MANDATORY INFORMATION FOR TRAVEL

Purpose of Trip: Start date: End date:

Destination: Affiliation to Research grant :

Itinerary attached: Yes NA Program or prospectus attached Yes NA

*Please state if any expenses pertaining to this trip have already been claimed:

Expense report (expense report #:) Travel Voucher

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[Requirements for Research Travel](#)

Claimant's Signature: <input type="text"/>	Total:	<input type="text"/>
Approval Name: <input type="text"/> *	Less Advances	<input type="text"/>
Approval Signature: <input type="text"/>	Less Prepaid Air/Train Fare	<input type="text"/>
Department Name: <input type="text"/> *	Amount due to Claimant	

[Summary of Travel Expenses](#) [Travel & Expense Policy](#) [Supporting Document Requirements](#) [Reimbursement Checklist](#)

* indicates mandatory fields

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Approval of Allowable Expenses

The Claimant must sign his or her Expense Report. In the rare occurrence when the Claimant is not available to sign the Expense Report, a written authorization in the form of an e-mail from the Claimant acknowledging responsibility for the Allowable Expenses is acceptable, provided a copy of the Expense Report's cover page is included as an attachment to this email. In rare circumstances where the Claimant is out of town and cannot be reached by email, the person submitting the claim must attach a justification explaining why the Claimant's signature is not available and must obtain the approval for the Expense Report from an individual at the next higher hierarchical level from the Claimant.

A Claimant must be the direct report of the Approver of the Expense Report. In the case of an indirect reporting relationship, the Expense Report must be approved by the Approver that is at a reporting or management level above that of the Claimant and that has also signing authority on the fund being charged.

The authority to approve an Expense Report may be delegated during temporary absences of the Approver. The delegation of signing authority has to be in accordance with the *Policy on Signing Authority and Required Approvals* ([BD-1](#)).

Deadline to Submit Expense Report Claims

The approved and fully supported Expense Report must be received by the Accounts Payable Unit of Financial Services (GM 730) within 90 days of the return date of the Hospitality Event for which Allowable Expenses are being claimed. Refer to the Travel & Conference Handbook for Accounts Payable Contact Information.

Hospitality Event Allowable Expenses charged to research grants

Hospitality Event Allowable Expenses charged to research grants **must** comply with the Hospitality Policy unless the granting agency or sponsor's policy/ contract is different, in which case the policy of the granting agency or sponsor will supersede the Hospitality Policy.

The University recommends that faculty and staff review agency policies and guidelines prior to incurring expenses.

For clarifications on any research related expenditures, [contact your financial officer](#) within the Research Funds group of Financial Services.

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Prior approval from a member of Senior Administration

For the purposes of obtaining approval from the appropriate individual when Hospitality spending is expected to be greater than \$5,000, a prior approval from one member of Senior Administration must be obtained.

Senior Administration at Concordia is comprised of the following positions:

- President & Vice-Chancellor
- Chief Communications Officer
- Chief Financial Officer
- Chief of Staff
- Deputy Provost
- Executive Director, Government Relations
- Provost & Vice President Academic Affairs
- Secretary-General and General Counsel
- Vice President Advancement and External Relations
- Vice President Research and Graduate Studies
- Vice President Services

A [Prior-Approval Form](#) must be signed and dated by a member of the Senior Administration or an Academic Dean or Administrative Unit Head, in accordance with approval levels set out in the Hospitality Policy, with clear reference to the Hospitality Event and the amount approved.

Prior approval must be evidenced as follows:

1. The [Prior-Approval Form](#) must be attached to the related Expense Report; or
2. When payment is required using vendor invoices an approval will be required and obtained as per the applicable processes. The Approver is responsible to ensure that the [Prior-Approval Form](#) was signed by the appropriate individual before approving the Webreq. Please see Appendix 1 for clarity on who must provide the prior approval. The [Prior-Approval Form](#) must be submitted to Procurement Services to ensure the [Prior-Approval Form](#) is attached to the invoice upon settlement. This will allow Accounts Payable to file the [Prior-Approval Form](#) with the vendor paid invoices file. Financial Services will not issue a settlement to the external vendor(s) without the signed [Prior-Approval Form](#).

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3. When the University's Hospitality Services are used, the Hospitality Services office is responsible to ensure that the required [Prior-Approval Form](#) is obtained for all internal event(s) costing more than \$5,000.

The University will conduct annual after-the-fact verifications to ensure the provisions of the Hospitality Policy are strictly adhered to.

Academic Deans are comprised of the following positions at Concordia:

- Dean, Faculty of Arts & Science
- Dean, Engineering & Computer Science
- Dean, John Molson School of Business
- Dean Faculty of Fine Arts
- Dean of Graduate Studies Deputy Provost
- Executive Director of Continuing Education
- Vice-Provost, Academic Relations
- Vice-Provost Planning & Positioning
- Vice-Provost Dig Strategy & University Librarian Library

The Administrative Unit Head at Concordia are comprised of the following positions (1):

- Associate Vice-President, Human Resources
- Associate Vice-President, Facilities Management
- Associate Vice-President, Finance and Controller, Financial Services
- University Treasurer and Investment Officer
- Chief Information Officer
- Senior Director Procurement Services
- Senior Director Budget, Financial Services
- Executive Director, Budgets & Business Development, Office of VP Services
- Executive Director, Institutional Planning and Analysis
- Executive Director of Advancement Services and External Relations
- Executive Director, University Communications Services
- Vice-Provost, Digital Strategy and University Librarian
- Vice-Provost, Faculty Relations
- Vice-Provost, Innovation in Teaching and Learning
- Vice-Provost, Partnerships and Experiential
- Learning Vice-Provost, Planning and Positioning
- Director, Secretary-General, General Counsel
- Director, Finance and Budgets Office of Provost & VP Academic Affairs
- Director, Office of the Provost and Vice-President Academic Affairs

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Note (1): The above list may not be an exhaustive list of positions. Financial Services will update this list periodically to ensure it is aligned with any organizational changes made at the University. The positions listed are intended to reflect the most senior member of a central administrative unit. The positions listed above are also intended on capturing the positions of people who report directly to a member of the Senior Administration. To be clear, an Administrative Unit Head does not include Chairs of academic units within a faculty.

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Guidelines for major categories of Hospitality Event Allowable Expenses

Categories of Hospitality	Description / Purpose	Details	Type of Expenses
<p>Hospitality / Entertainment</p>	<p>Faculty/Staff, in the performance of their duties/responsibilities, entertain an individual(s) external to the University (i.e. visitor/guest).</p> <p>The purpose would be for meals, events to host guests/visiting speakers</p> <p>Venue rental is allowable Hospitality expense</p>	<ul style="list-style-type: none"> • Host/entertain non faculty/staff • Can include faculty/staff • Can be held on/off campus <p><u>ALCOHOL</u></p> <p>In the normal course of business, alcohol is not an allowable expense. In certain exceptional circumstances, alcohol may be deemed an allowable expense. In such cases, the Approver of the Expense Report must give specific authorization of the activity at which alcohol will be purchased. These cases would include but not be limited to:</p> <ul style="list-style-type: none"> • Faculty/ staff/ student recruitment • Meetings with external parties • Promotion of University interests. 	<p>Hosting at a restaurant (including while travelling) or at a venue</p> <p><u>MEALS</u></p> <p>When claiming a meal expense the credit card slip is not sufficient; a detailed receipt including the taxes and gratuities must be provided with the Expense Report. If the meal was for more than one person, the nature and category of the event, including the names of the individuals present must be listed on the Expense Report or on the detailed receipt.</p> <p>No more than 6 individuals internal to Concordia participate in restaurant meal related events. If more than 6 internal members must attend, prior approval is mandatory. See Appendix 1 for details about prior approvals.</p> <p>The most senior faculty/ principal investigator or staff member in the hierarchy who is present must incur the meal expense and claim the reimbursement or the Principal Investigator of the fund to be charged.</p>

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			<ul style="list-style-type: none"> • Gifts for visitors (tokens of appreciation/modest value) or cultural traditions • Tickets for social, cultural or sporting events • Can include alcohol
<p>Hospitality / Entertainment For Fundraising official receptions</p>		<ul style="list-style-type: none"> • Can be held on/off campus 	<p>For on or off University Space fund raising events with alcohol, prior approval is mandatory. See Appendix 1 for details about prior approvals.</p>
<p>Fundraising / Public Relations / Networking / External Business Meals</p>	<p>Faculty/Staff, in the performance of their duties/responsibilities hosts an event related to fundraising, public relations, networking or advancement of their own University mandate.</p>	<ul style="list-style-type: none"> • Host/entertain external party* • Will include Faculty/Staff • Can be held on/off campus <p>It is possible for an internal member to be, at times, considered an external member. For example, when a Concordia Staff member is a Union President, for purposes of a business meal, the Union President would be considered an external party. Or when a student is a Board member.</p>	<ul style="list-style-type: none"> • Hosting donor at a restaurant (including while travelling) or at a venue • The University will only reimburse individuals when no more than 6 internal members to Concordia participate in a restaurant meal event. If an event requires the participation of more than 6 internal members, prior approval is mandatory. See Appendix 1 for details about prior approvals. • Can include tickets for social, cultural or sporting events • Can include alcohol

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<p>Recruitment</p>	<p>Faculty/Staff, in the performance of their duties/responsibilities host an event, meal, or activity relating to the recruitment of a prospective Faculty member, Staff or student.</p>	<ul style="list-style-type: none"> • Must include at least one individual external to the University (2) • Can be held on/off campus • Must be clearly related to recruitment activities e.g. OPEN HOUSE event 	<ul style="list-style-type: none"> • Hosting a prospective Faculty/Staff member or student at a restaurant (including while travelling) or at a venue • Can include alcohol • The University will limit 6 internal members to Concordia plus the external person to participate in a restaurant meal related events in this category.
<p>Internal Events: Official Receptions, Banquets, Ceremonies /</p>	<p>Events/receptions to allow employees to celebrate a significant occasion or extraordinary milestones such as retirement, achievements, departure, or holiday party are examples of allowable Hospitality expenses. Internal meetings.</p>	<p>Reasonable expenses related to the celebration of, but not limited to the following:</p> <ul style="list-style-type: none"> • Retirement • Extraordinary achievements • Long service • Employee departure • Holiday party • Volunteer or student appreciation/recognition • Recommended to be booked through University Hospitality Services • Internal meetings (faculties or other) held during lunch up to a maximum of 10\$/person. Expense report must be approved by the Dean (for faculty) or Unit Head (non- faculty) to validate the requirement to hold the meeting during lunch. Internal Faculty meetings where lunch would be reimbursed are limited to: 	<ul style="list-style-type: none"> • Can include refreshments, coffee, tea, beverages, light snacks • Can include meals • Can include alcohol, but must be pre-approved. See Appendix 1 for details about prior approvals.

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		<ul style="list-style-type: none"> - Faculty Council Meetings - Graduate curriculum meetings - Thesis defense committee meetings - Ad-hoc meetings that could not have been held at any other time besides lunch - Ad-hoc meetings called by the Dean where there are more than six Faculty members present <ul style="list-style-type: none"> • Can be on or off campus 	
<p>Internal Training Formal Retreats, Multi-disciplinary Meetings</p>	<p>Event at which primarily Faculty/Staff gather within a work setting on Campus.</p>	<ul style="list-style-type: none"> • Seminars • Training/webinars • Workshops • Annual or semi-annual retreats • Can include a visitor/guest in an advisory/consultative role. • Should be booked through University Hospitality Services 	<ul style="list-style-type: none"> • Can include refreshments, coffee, tea, beverages, light snacks if outside of normal meal times • Can include meals only if ordered in when training cannot reasonably be held during normal business hours. • Alcohol is not an allowable expense for such meetings. <p>See Appendix 1 for details about prior approvals.</p>
<p>Gifts/Flowers</p>	<p>Gifts/Flowers given to Faculty/Staff member, student or individual external to the University for special occasions or in sympathy.</p>	<p>Can be for a special occasion (i.e. retirement, departure, long service or other) or for sympathy (i.e. get well for an employee or employee's family member, passing of an employee's family member or other).</p>	<ul style="list-style-type: none"> • Must be below \$ 300. Gifts higher than this amount require Academic Dean or Administrative Unit head approval. • Gift certificates (gift cards) for any reason are considered to be "near cash" by the CRA (Canada Revenue Agency) and therefore are a taxable benefit to the employee / student if the value of such gift is higher than \$500.

Note (2): Important clarification:

The requirement for an External Party does not apply for situations when the recruitment is targeting a candidate from an internal pool of individuals, such as a graduate student, an academic or an administrative staff member who are being courted for a prospective future position at the University.

Appendix I: Expense Approval Matrix

Approval Type		Event type	External participants and six (6) and less internal party members	External participants and six (6) and less internal party members	External participants and <u>more</u> than six (6) internal party members	Internal events	Internal events
			(Without Alcohol)	(With Alcohol)	(With or without Alcohol)	(Without Alcohol)	(With Alcohol)
Less than \$5000	Regular Process (One up)		✓	✓		✓	
	Dean/Administrative Unit head APPROVAL			✓			
	Dean/Administrative Unit head PRIOR APPROVAL				✓		✓
More than \$5000	Senior Administration PRIOR APPROVAL		✓	✓	✓	✓	✓

(*) Formal training such as:

- Seminars
- Workshops
- Training
- Webinars