



## Faculty of Education Entertainment and Recruitment Expense Guidelines

Effective Date: November 2008

UBC Entertainment Expense Policy # 84 states:

“The University covers the cost of entertainment expenses incurred by members of faculty and staff in support of the University’s mission, provided the expenses are **authorized, reasonable** and appropriately **documented**...involving people at a number appropriate to the significance of the event. The determination of what constitutes reimbursable expenses for entertainment is the responsibility of the administrative head of unit.” (note: For the Faculty of Education in the case of department Heads and Associate Deans, the Dean or his/her delegate has approval authority).

As required by UBC policy, all expense claims must:

- be approved by one administrative level higher
- be accompanied by detailed, original receipts (credit card slips are not sufficient).
- include name of person(s)/organization(s) affiliation and purpose for the entertainment.

For the Faculty of Education “reasonable” entertainment expenses are defined as follows (note: Exceptions to the following expenses need prior approval from the Dean or designate.):

- Dinner expenses for candidates for positions and when necessary and approved, visiting professors should normally be for no more than 5 UBC diners plus the guest. For recruitment purposes dinner meal expenses should not exceed \$65 per person, inclusive of tax and gratuity (approximately \$50/person prior to tax and gratuity).
- Luncheon expenses for candidates for positions and when necessary and approved, visiting professors should normally be for no more than 5 UBC diners plus the guest. For recruitment purposes luncheon meal expenses may be authorized up to a maximum of \$30 per person, inclusive of tax and gratuity.
- Breakfast expenses for recruitment may be authorized up to a maximum of \$20 per person, inclusive of tax and gratuity for 5 UBC diners plus the guest.
- For department/Faculty-wide presentations for recruitment modest expenditures for refreshments are authorized up to \$75 (unless replacing a meal function which requires advance DNSO approval).

Alcoholic beverages can be no more than 20% of the total bill with bottles of wine not to exceed \$50. The excess will not be reimbursed. Alcohol for meals other than dinner will not be reimbursed. Please remember that these are university functions and liability can be attached related to problems resulting from alcohol consumption. These guidelines are applicable to entertainment expenses paid from all University administered accounts, including grants and contracts and all situations involving entertainment but are particularly applicable when claiming reimbursement from the Dean’s Office for entertainment for candidates.

Housing for university guests should be arranged utilizing the rates available through <http://www.travel.ubc.ca/HotelRates.htm> .