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| | Operations - Finance |
| <i>(to be assigned by Information Services)</i> | E.1.1 |
| <i>(related policies)</i> | Alcohol Policy - Serving and Consumption Travel Policy and Procedures Signing Authority Policy Human Resources Guidelines for Reimbursement - Selection Committees |

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| | October 1, 2014 |
| | September 30, 2014 |
| | Board of Governor Members, Employees, and also extends to individuals working on contract with the College |
| | Board of Governors |
| | Hospitality Policy approved March 28, 2006 |
| | <i>College and Institute Act</i> |

The following are responsible for the administration of this policy:

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| Vice President, Employee and Corporate Services | Vice President, Employee and Corporate Services |



Okanagan College recognizes that in certain circumstances the provision of hospitality is conducive to the successful conduct of College business affairs. Public accountability as well as limited budgets require that employees exercise particular care when incurring and



- 1.1 Hospitality means the provision of food and beverages, social or recreational activities, events and functions, and gifts (for external guests) in support of the educational or business activities of the College. Hospitality normally involves:
 - a) hosting of an external guest(s); or
 - b) employee focused activities such as work meetings, social functions and awards.
- 1.2 External guests may include visiting lecturers, visitors from foreign countries, representatives from external organizations, visitors from other educational institutions, potential donors, individuals assisting in the development of new programs, business and community leaders, and prospective employees attending a formal interview.
- 1.3 This policy applies to the members of the Board of Governors,

7.1.3

The employee should submit the signed Declaration with his/her Expense Claim or VISA Statement.

One Declaration Form should be used for each lost receipt.

I certify that:

- a) the original receipt has been lost or misplaced, and that I have attempted to obtain a duplicate receipt from the vendor but have not been successful;
- b) I have not and will not claim or receive reimbursement for this expense from any other source; and
- c) this expense was incurred by me on College business, meets College policies and is billable to the College.

Details of the expense:

Describe Item: _____

Vendor Name: _____

Vendor Location: _____

Transaction

Date: _____

Transaction Amount:

