



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Hospitality/Honorariums/
Employee Recognition/Meeting Costs **Regulation Code:** BA-4.10.2
Section: **Business and Administrative Services** **Policy Code Reference:** BA-4.10

Established: January 9, 2023
Revised or
Reviewed:

1. **OBJECTIVE**

This administrative regulation will establish criteria and procedures with respect to expenses incurred for hospitality, honorariums, employee recognition, and meeting costs.

2. **DEFINITIONS**

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Hospitality

The provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not engaged to work for designated Broader Public Service organizations.

3. **APPLICATION**

This administrative regulation applies to all staff and departments to provide guidance when incurring expenses for hospitality, honorariums, employee recognition, and meeting costs.

4. **RESPONSIBILITY**

The Chairperson of the Board and the Superintendent of Business and Corporate Services has responsibility for administering this regulation. The Director of Education has the authority to implement this administrative regulation.

5. **PROCEDURE**

5.1 **Hospitality**

- 5.1.1 Hospitality should be extended in an economical and appropriate manner to facilitate Board business, or when required as a matter of courtesy. Alcoholic beverages are not to be included with hospitality at Board
-

expense. Hospitality costs should be necessary and reasonable, and be approved by a superintendent, the Director, or the Chairperson of the Board. Functions involving only Board employees are not considered hospitality.

- 5.1.2 Hospitality may be extended when hosting visitors and providing them with an understanding and appreciation of the workings of the Board. Visitors to the Board may include representatives of other boards, the public sector, industry, public interest groups, or unions in discussions of official matters. The Board may also extend hospitality when hosting individuals from provincial, national or international organizations, and charitable groups, as well as when sponsoring conferences related to the goals of the Board.
- 5.1.3 When hosting vendors to the Board, prior approval must be obtained from the Director or Superintendent of Business and Corporate Services to ensure that the hospitality does not give, or is perceived to give, preferential treatment to a vendor.

5.2 Employee Recognition/Honorariums

- 5.2.1 Honorariums or token gifts of appreciation, valued at a maximum of \$100.00, may be extended to persons who are not employed by the Board. Gifts must be approved by the requestor's/purchaser's supervisor. Gifts valued over \$100.00 must be approved by a superintendent, the Director, or Chairperson of the Board.
- 5.2.2 Hospitality may be extended on behalf of the Board when recognizing employees or other individuals for outstanding achievement (e.g., retirement, service, etc.). Tokens of appreciation may be given valued at a maximum of \$75.00. Gifts valued over \$75.00 must be approved by a superintendent, the Director, or Chairperson of the Board.
- 5.2.3 Gift cards/certificates may be offered as honorariums or tokens of appreciation, following the guidelines outlined in Sections 5.2.1 and 5.2.2 above. Gift cards/certificates shall be securely stored until presented and an expense record shall be maintained which will include the payee, the amount, the purpose of the gift and the recipient's name. Gift cards/certificates for alcohol are not permitted.

5.3 Catering / Refreshment Guidelines / Meeting Costs

These guidelines apply to staff meetings, as well as professional development or training sessions, at all Board facilities and off-site locations. In general, provision of food as part of regular meetings should be avoided. Nominal

refreshments may be provided. The Board assumes no obligation to reimburse expenses that are not in compliance with this administrative regulation.

5.3.1 Catering for meetings may be provided, when necessary, in an economical and appropriate manner, as follows:

5.3.1.1 There is to be no catering prior to noon, unless a meeting commences earlier than 8:00 a.m.

5.3.1.2 It is recognized that meetings involving participants traveling some distance are best scheduled for a full day rather than two half-days and may require lunch.

5.3.1.3 If a meeting/session meets the criteria for catering, as noted in Section 5.3.1.2 above, arrangements should be made through one of our secondary school Hospitality Programs, where feasible.

Meeting convenors should determine if any participants have dietary restrictions and make accommodations when possible.

5.3.1.4 Full day on-site meetings that do not include external (to the work site) participants should include a lunch break as part of the agenda, to accommodate participants' usual lunch arrangements.

5.3.1.5 Meetings extending through the dinner hours should be limited.

5.3.1.6 Refreshments may be provided for Board committee meetings, at reasonable cost.

5.3.1.7 When staff are required to attend an evening meeting and it is not feasible to undertake a return trip to their residence prior to the meeting, dinner costs are acceptable, as per guidelines established in Administrative Regulation BA-4.10.1, Expenses and Reimbursements for Employees.

5.3.1.8 The title of the meeting, and the number of participants, should be attached to the catering invoice submitted for payment. Reimbursements will not be provided for catering or restaurant bills for internal staff meetings. Alcohol will not be reimbursed.

5.3.1.9 These guidelines have been established for all departments and schools, and any exceptions require approval by a superintendent.

- 5.3.2 Costs for staff functions such as office social events, retirement parties, and holiday lunches, are not to be paid from Board funds nor School Generated Funds.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies

BA-4.10, Expenses and Reimbursements for Employees

[BA-5.1, Purchasing Procedures](#)

Administrative Regulations:

BA-4.10.1, Expenses and Reimbursements for Employees

[BA-5.1.1, Purchasing Procedures](#)

[BA-5.1.1D, Purchasing Procedures – Appendix D – Purchasing Cards](#)

Procedural Documents (Internal):

[Travel/Expense Reimbursement Form](#)

7. REFERENCE DOCUMENTS

Legislation:

[Broader Public Sector Accountability Act](#)

[Education Act](#)