

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION B: ADMINISTRATION**

<b>HOSPITALITY EXPENDITURES</b>	<b>POLICY</b>
<b>EFFECTIVE:</b> 2007 03 27 / 2015 03 24	

**POLICY STATEMENT:**

The St. Clair Catholic District School Board will fairly and equitably reimburse Board employees for necessary and reasonable hospitality expenditures incurred while on approved Board business.

**POLICY GOALS:**

1. To promote financial integrity, accountability and transparency.
2. To ensure the fair and equitable treatment of all employees.
3. To clarify the parameters and guidelines under which employees will be reimbursed for hospitality expenses incurred while on approved Board business.

**DEFINITIONS:**

**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 Broader Public Sector organizations, including the Board, (i.e. those covered by the Broader Public Sector Expenses Directive) or any of the Ontario government ministries, agencies and public entities covered by the Travel, Meal and Hospitality Expenses Directive.