



**Entertainment Policy
for the
University of Windsor**

October 2009

Policy Statement

The University covers the cost of reasonable 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. Entertainment expenses must relate directly to activities that arise from the performance of duties and responsibilities of the employee.

A "reasonable expense" is deemed to be based on sound judgment and moderation. Any expenses that do not meet the test of legal, ethical, or public perception of appropriateness will be denied. As employees of a public institution which aims to use its resources as effectively as possible, members of faculty and staff must exercise care in incurring entertainment expenses.

Purpose

To facilitate entertainment in support of the University's mission while maintaining controls of accountability. As employees of a public institution which aims to use its resources as effectively as possible, members of faculty and staff are expected to be reasonable and exercise care in incurring entertainment expenses.

Scope

Members of faculty and staff must have authority, either as an expectation of the position held or from authority given by an administrative head of unit, to incur entertainment expenses on behalf of the University. Except where indicated herein, entertainment expenses are approved for reimbursement by one administrative level higher than the person claiming reimbursement. The person in authority will be accountable for the expenditures incurred.

This policy applies to all University entertainment, ***regardless of the source of funding***, unless specifically indicated otherwise by the funding source. Please note that claims funded by a third party (*e.g., under a research grant or contract*) will be governed by the policies and regulations of the funding agency. Where funding regulations are different from University policies, the more restrictive policy will take precedence, while at the same time recognizing that full compliance with external agency requirements must be retained.

Entertainment Expenses

Entertainment expenses incurred for University business may include food, alcoholic beverages, and social or recreational activities. Normally, acceptable purposes for entertaining involve a University guest, visitor, donor or benefactor.

The entertainment is at a reasonable cost consistent with the status or rank of the guest(s), the number of persons attending, and the specific circumstances. The determination of what constitutes reasonable expenses for entertainment is the responsibility of the administrative head of unit. In all situations appropriate venues and costs must be considered when entertaining.

Entertainment extended to the spouse/partner/dependant of a person officially attending a function must be restricted to situations where the presence of the spouse/partner/dependant enhances the purpose of the function. Expenses for faculty recruitment should follow the Hotel/Travel Guidelines located at www.uwindsor.ca/facultyrecruitment/.

Social/Club Memberships initiation fees require advance authority by the member's respective Vice-President or his/her designate. Evidence of this advance authority must be submitted. However, all annual fees and/or ongoing entertainment expenses incurred must comply with this policy.

For expenses relating to entertainment among employees of the University of Windsor (i.e. lunch between colleagues, staff parties), refer to the Allowable Expense Policy.

Methods of Payment

Entertainment expenses should be paid using the following options:

- University of Windsor Individual Corporate Scotiabank Travel Visa Credit Card
- Internal University Charges (Food/Catering Services)
- Personal credit card
- Cash/Debit

The University of Windsor Purchasing Credit Card CANNOT be used for payment of any entertainment expenses.

Approval and Signing Authority

Entertainment expenses are to be approved for reimbursement by at least one administrative level higher than the person claiming reimbursement. When two or more persons are in attendance at the same event:

- All entertainment expenses must be submitted by the claimant who incurred the expense; and
- The Entertainment Expense Form must be approved by a minimum of one level of authorization above the individual with the highest authority who is included in the entertainment expenses incurred.

The individual who approves payment is responsible for ensuring that claims for expenses are for University purposes only and in accordance with this policy. Original signatures are required.

Authorization Required	
President	Chair of the Board of Governors or Vice-Chair of the Board of Governors or Chair of the Resource Allocation Committee.
Vice-President	President or, in her/his absence, acting designate.
Associate Vice-President	Provost and Vice President Academic or in her/his absence, President, or appropriate Vice President, as applicable.
Assistant Vice-President	Provost and Vice President Academic or in her/his absence, President.
Dean	Provost and Vice President Academic or designate
Department Head, Associate Dean	Faculty Dean, or in her/his absence, her/his delegate.
Members charging research accounts	Principal investigator. When the principal investigator is the claimant, the authorized approving officer must be a minimum one level of authorization above the claimant (i.e. for faculty members, this would be the Department (AAU) Head or her/his delegate). When a Department Head is the grantee or where next level in the hierarchy (Dean, Vice President, Academic, or President) is required. If necessary, the Vice President Research may be called upon to assist in resolving differences between the grantee and the Department Head.
Members charging non-research accounts	The authorized approving office must be the account signing authority, and must be a minimum one level of authorization above the claimant.

Expense Reporting

Claimants must ensure that entertainment expenses are recorded on the Entertainment Expense Form (www.uwindsor.ca/entertainmentform) as soon as possible after incurring the expense. Claims must be accompanied by original receipt(s) and must be substantiated by sufficient detail to identify the person(s) entertained, including name(s), university or organization affiliation and the purpose for the entertainment. ***For reimbursement of restaurant charges the original detailed receipt is required.*** Neither credit card statements nor credit card slips are acceptable substitutes for original detailed restaurant/meal receipt.

If you incur entertainment expenses while travelling they should be reported in the Entertainment Section of the Travel Expense Form.

The Internal Audit Department may periodically conduct reviews to ensure that all policies and procedures are being followed.

Review Process for Policies

The policy will be reviewed every 5 years. Under the following circumstances the policy may be reviewed before the 5 year term: changes in legislation that affect the policy; a specific incident triggers a review of the policy; there is a request made by the President and/or Vice-Presidents or the Board of Governors to review the policy.

Process for Communicating Policies

The policy will be posted on the University of Windsor's policy webpage, within two weeks of the approval of the policy, and Public Affairs and Communications will be asked to disseminate the information to the campus through the Daily News if appropriate (some policies will not be advertised through Daily News). A memo will also be sent to the departments directly affected by the policy.