

Meal and Hospitality Expenses for Employees at HCDSB-Sanctioned Events	
Adopted: November 19, 2014	Last Reviewed/Revised: February 6, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: I-24 Fraud Management VI-24 Fraud Management I-34 (A) Reimbursement of Board Business Expenses for Employees VI-90 Reimbursement of Board Business Expenses for Employees I-34 (B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees I-42 Out of Province Staff Travel III-13 Corporate Purchasing Card Distribution and Usage VI-86 Corporate Purchasing Card Distribution and Usage	

Purpose

To provide direction to all HCDSB employees regarding meal related expenses at events and meetings within the Halton Catholic District School Board (HCDSB).

Application and Scope

This procedure applies to all employees, trustees and any consultant or contractor engaged by the HCDSB attending an event, meeting, conference or similar session within the HCDSB.

References

This procedure is in accordance with:

- [Broader Public Sector \(BPS\) Expenses Directive](#)
- [Broader Public Sector Perquisites Directive](#)
- [Education Act and Regulations](#)
- [Ontario Public Sector \(OPS\) Travel, Meal and Hospitality Expenses Directive](#)



Definitions

HCDSB-Sanctioned Events - Refer to meetings, seminars, workshops, conferences, professional development events and other in-service educational meetings.

Hospitality - The provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not engaged in work for:

- a) BPS organizations covered by the Directive; or
- b) any Ontario government ministries or agencies covered by the OPS Travel, Meal and Hospitality Expenses Directive.

Requirements

- Employees, trustees, and other individuals named in this procedure attending meetings, events or conferences, that are not hosted by the HCDSB shall refer to *Policy I-34(A) Reimbursement of Expenses for Employees* or *Policy I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees* concerning reimbursement of expenses incurred while discharging HCDSB-recognized duties and responsibilities.
- Hospitality may never be offered solely for the benefit of any employee, trustee or any other individuals named in this procedure. Examples would be office social events, retirement parties and holiday lunches.
- Meals may be provided for individuals named in this procedure, attending sanctioned events that are hosted by HCDSB.
- The following rates (including taxes and gratuity) shall be used as a guideline when providing hospitality and meals at HCDSB-sanctioned events:

Breakfast	\$12.50
Lunch	\$15.00
Dinner	\$25.00
- For the purpose of this procedure, managerial discretion is given to those authorized with the preparation and planning for meetings and events in determining the amount guidelines and length of the meeting. When exercising managerial discretion, the following shall be considered:
 - Start time and end time of the meeting.
 - Location of the meeting in relation to those attending.
 - Good judgment and knowledge of the situation.
- **After Hours Meetings for Employees:** When an employee's attendance is required at "after hours" meetings that occur at the same location that the employee is assigned to during the day, the immediate supervisor shall approve or provide a meal or mileage reimbursement in



accordance with this procedure, but not both mileage and a meal. Any application for meal expense or mileage reimbursement pertaining to “after hours” meetings must be authorized by the employee’s immediate supervisor, before the meeting. If, however, the “after hours” meeting takes place at a secondary location, both a meal expense and mileage from the assigned location of the day to the meeting location can be claimed. Examples of “after hours” meetings where an employee’s attendance is required include:

- Catholic School Council meetings
- Curriculum Nights
- Sacramental Preparations meetings
- Board meetings
- Other “after hour” HCDSB-related events as pre-approved by the appropriate supervisor.
- **Alcohol is not permitted in any circumstances as part of approved hospitality and meal expenses.**

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board