

<i>Rainy River District School Board</i>	SECTION 8 <i>Finance</i>
HOSPITALITY	8.36

POLICY

The Rainy River District School Board will reimburse Senior Administration and Management for eligible hospitality expenses incurred in the course of their duties.

RATIONALE

Hospitality can facilitate Board business and Board goals.

IMPLEMENTATION

As per Procedure 8.36 Hospitality

GUIDELINES

- 1.1 Hospitality should be extended in an economical, consistent, and appropriate way.
- 1.2 Hospitality may be extended on behalf of the Board when:
 - Providing individuals from provincial, national or international organizations with an understanding and appreciation of the workings of the Board
 - Sponsoring or attending formal conferences related to the goals of the Board.
- 1.3 Alcohol is not permitted as hospitality.
- 1.4 The Board assumes no obligation to reimburse expenses that are not in compliance with this Policy and corresponding procedure.
- 1.5 In extending hospitality, the administrator/manager must be aware of and avoid conflicts of interest.

Definitions:

Hospitality includes the provision of food, beverages (except alcohol), accommodations, transportation, or other amenities at the Board's expense.

<p><u>CROSS REFERENCE</u></p> <p>Policies:</p> <ul style="list-style-type: none">▪ 3.86 Employee Code of Conduct▪ 8.22 Expense Claims <p>Procedures:</p> <ul style="list-style-type: none">▪ 8.22 Expense Claims▪ 8.36 Hospitality <p>Broader Public Sector Expense Guidelines</p>	<p><u>Date Approved</u> December 7, 2021</p> <p><u>Board Motion</u> 224</p> <p><u>Review Prior to</u> 2027</p>	<p><u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u></p>
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