



## REIMBURSEMENT RATES FOR LOCAL HOSPITALITY AND ENTERTAINMENT

Publication Date: January 1<sup>st</sup>, 2014

Revision Date: December 19, 2023

*In effect as of August 1<sup>st</sup> 2023*

TYPE OF HOSPITALITY/ENTERTAINMENT	DESCRIPTION	REIMBURSEMENT RATE	OTHER
<b>Hospitality</b>	<ul style="list-style-type: none"> <li>• Allowances to entertain external party in the course of undertaking University business</li> <li>• Examples: hosting job candidate, donor, guest speaker, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Breakfast</u>: \$35/person</li> <li>• <u>Lunch</u>: \$60/person including alcohol</li> <li>• <u>Dinner</u>: \$105/person including alcohol</li> <li>• Receipts are required as supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Some University employees could be in attendance but normally the cost of entertaining fellow University employees is not reimbursable, except in unusual/special circumstances</li> <li>• For large special events such as awards recipients or major donor events, these must be approved by the VP/Provost or in the case of the VP/Provost, by the President</li> </ul>

TYPE OF HOSPITALITY/ENTERTAINMENT	DESCRIPTION	REIMBURSEMENT RATE	OTHER
<p><b>Annual Employee Function</b></p>	<ul style="list-style-type: none"> <li>To enable all University employees to celebrate one significant occasion per calendar year (virtual or in presence)</li> <li>Examples: holiday party, summer BBQ, etc.</li> </ul>	<ul style="list-style-type: none"> <li>\$75/employee/ calendar year</li> </ul>	<ul style="list-style-type: none"> <li>Should normally be pre-approved/organized by a member from the Senior Leadership team</li> </ul>
<p><b>Exceptional Work Sessions</b></p>	<ul style="list-style-type: none"> <li>Activity or event for which primarily University employees gather for an extended period of time for exceptional work-related purposes.</li> <li>Examples: workshops, planning/training sessions, professional development, team building opportunities, other extended activities where individual breaks for meals may not be feasible.</li> </ul>	<ul style="list-style-type: none"> <li>Alcohol is prohibited.</li> <li>Coffee/tea/ beverages/ light snack/ breakfast: \$15/person/day</li> <li><u>Lunch:</u> \$25/person/day</li> </ul>	<ul style="list-style-type: none"> <li>Must be hosted by a Senior Manager/Director or above.</li> </ul>

TYPE OF HOSPITALITY/ENTERTAINMENT	DESCRIPTION	REIMBURSEMENT RATE	OTHER
<p><b>Special Events</b></p>	<ul style="list-style-type: none"> <li>• Celebrations for milestones</li> </ul>	<ul style="list-style-type: none"> <li>• Award recipient</li> <li>• Major donor gift</li> <li>• Retirement party</li> </ul>	<ul style="list-style-type: none"> <li>• To be approved by VP/Provost or in the case of the VP or Provost by the President</li> </ul>

Notes:

- Applicable to all University Funds except Research Funds (i.e. Research Grants and Contracts - **2F and 2M fund types**).
- All amounts quoted do not include sales taxes nor tips.
- Tips (added to the amount + sales taxes) must not exceed 18%.

In effect until July 31<sup>st</sup>, 2023

PURPOSE	DETAILS OF PURPOSE	EXAMPLES	ALLOWANCES
<p><b>Hospitality</b></p> <ul style="list-style-type: none"> <li>• Applies to Deans, AVPs and above</li> <li>• Any employee who might entertain non-McGill colleagues as part of his or her function</li> </ul>	<ul style="list-style-type: none"> <li>• To host/entertain non-employees</li> <li>• Some University employees would be in attendance</li> <li>• Can be held on or off campus</li> <li>• Normally the cost of entertaining fellow University employees is not reimbursable, except in unusual/special circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Donor relations</li> <li>• Fund raising</li> <li>• Employee recruitment</li> <li>• Events to host visiting speakers</li> <li>• Business meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Breakfast: \$25/person</li> <li>• Lunch: \$40/person</li> <li>• Dinner: \$65/person</li> <li>• Alcohol: Add \$15/person for lunch and dinner, particularly for recruitment, visiting speakers, and donor relations</li> </ul>
<p><b>Work Sessions/Meetings</b></p>	<ul style="list-style-type: none"> <li>• Events at which primarily University employees gather within a work setting on campus or virtually</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Meetings</li> <li>• Planning/training sessions</li> </ul>	<ul style="list-style-type: none"> <li>• No alcoholic drinks will be reimbursed by the University</li> <li>• Meals: \$25/person</li> <li>• Coffee, tea, beverages, light snacks if outside meal time</li> </ul>

PURPOSE	DETAILS OF PURPOSE	EXAMPLES	ALLOWANCES
<b>Employee Function</b>	<ul style="list-style-type: none"> <li>• To enable all University employees to celebrate a significant occasion (virtually or in presence)</li> <li>• Team Building activities</li> </ul>	<ul style="list-style-type: none"> <li>• Holiday Party/Team Building events</li> </ul>	<ul style="list-style-type: none"> <li>• \$50/employee/calendar year</li> </ul>
<b>Special Event</b>	<ul style="list-style-type: none"> <li>• Celebrations for milestones</li> </ul>	<ul style="list-style-type: none"> <li>• Award recipient</li> <li>• Major donor gift</li> <li>• Retirement party</li> </ul>	<ul style="list-style-type: none"> <li>• To be approved by VP/Provost or, in the case of the VP or Provost, by the Principal</li> </ul>

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