



**McGill**

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**RE: Guidelines related to Alcohol Allowance - Update**

Dear Colleagues,

As many of you may already know, the University has Guidelines on Hospitality and Entertainment, which include an alcohol allowance of \$15 per person for lunch and dinner events, particularly as they relate to recruitment, visiting speakers, and donor relations.

In order to address frequent queries related to this limit and to ensure simplicity, consistency and overall responsible use of McGill funds when it comes to reimbursement of alcohol expenses, the Dean's Operations Committee (DOC) reviewed this matter on February 17, 2020, during one of its weekly meetings.

After a brief discussion and with unanimous approval by the DOC members, the Dean confirmed the following update to the guideline for our Faculty: *Effective immediately, the maximum allowance for alcohol for members of the Faculty of Medicine is \$16.50 per person.*

Please do not hesitate to contact your Director of Finance, Batchimeg Zuend, should you have any questions or need further clarification.

Thank you for your collaboration and assistance in ensuring rigorous administration of this new policy.

Demetra Kafantaris, MBA  
Executive Director, Administration & Operations  
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