



ADMINISTRATION POLICY HOSPITALITY

EFFECTIVE: October 1982
REVISED: September 2008
RELATED POLICIES:

POLICY

The College recognizes the need for allowance to be made for employees to occasionally act as hosts for certain events. This may also cover gifts to individuals who house employees while on College business, provided that the College recognizes the savings by not having to pay accommodation.

PROCEDURE

Any employee who wishes to utilize this benefit must obtain approval from the Campus Administrator, Dean or Vice-President Finance & Administration prior to the event.

It is the employee's responsibility to justify the requirement and to estimate the costs that will be incurred; the authorizing personnel shall decide on the merits of the allowance and amount for each request individually. The approved amount will reflect regular meal allowances and must be verified by original receipts submitted with the appropriate travel expense claim.

Campus Administrators, Deans, Vice-Presidents and the President have discretion on the use of this policy, but are limited by budget allotments. All decisions must consider that Northern Lights College is a publicly funded institution and must be, and appear to be, reasonable to the public perception.