



## **Faculty of Education Entertainment and Recruitment Expense Guidelines** (January, 2014)

### **UBC Entertainment Expense Policy #84 states:**

"The University covers the cost of entertainment expenses incurred by members of faculty and staff in support of the University's mission, provided the expenses are authorized, reasonable and appropriately documented ...involving people at a number appropriate to the significance of the event. The determination of what constitutes reimbursable expenses for entertainment is the responsibility of the administrative head of unit." (Note: For the Faculty of Education, in the case of Department Heads and Associate Deans, the Dean or his/her delegate has approval authority).

As required by UBC policy, all expense claims must:

- be approved by one administrative level higher
- be accompanied by detailed, original receipts (credit card slips are not sufficient).
- include name of person(s)/organization(s) affiliation and purpose for the entertainment.

For the Faculty of Education, "reasonable" entertainment expenses are defined as follows (Note: Exceptions to the following expense amounts need prior approval from the Dean or designate.):

- Dinner expenses for candidates for positions and when necessary and approved, visiting professors should normally be for no more than 5 UBC diners plus the guest. For recruitment purposes, dinner meal expenses should not exceed \$65 per person, inclusive of tax and gratuity  
(Approximately \$50/person prior to tax and gratuity).
- Luncheon expenses for candidates for positions and, when necessary and approved, visiting professors should normally be for no more than 5 UBC diners plus the guest. For recruitment purposes, luncheon meal expenses may be authorized up to a maximum of \$30 per person, inclusive of tax and gratuity.
- Breakfast expenses for recruitment may be authorized up to a maximum of \$20 per person, inclusive of tax and gratuity for 5 UBC diners plus the guest.
- For department/Faculty-wide presentations for recruitment, modest expenditures for refreshments are authorized up to \$75 (unless replacing a meal function which requires advance DNSO approval).

Alcoholic beverages can be no more than 20% of the total bill with bottles of wine not to exceed \$50. The excess will not be reimbursed. Alcohol for meals other than dinner will not be reimbursed. Please remember that these are university functions and liability can be attached related to problems resulting from alcohol consumption. These guidelines are applicable to entertainment expenses paid from all University-administered accounts, including grants and contracts and all situations involving entertainment but are particularly applicable when claiming reimbursement from the Dean's Office for entertainment for candidates.

**Additional resources:**

Housing for university guests should be arranged utilizing the rates available through <http://supplymanagement.ubc.ca/travel>

A liquor license is required in order to serve alcohol at any event at the University of British Columbia. Some locations on campus have permanent licenses (e.g. the Pit Pub, University Centre, Koerner's Pub). In order to serve alcohol at any other location, you must obtain a temporary liquor license, called a Special Occasion License (SOL). If you are the organizer of the event, you and your staff are prohibited from consuming alcohol at the event.

The UBC Classroom Services website provides information about applying for a Special Occasion License (SOL). Please visit these webpages for important information when planning your event:

<http://www.students.ubc.ca/classroomservices/event-bookings-and-space-rentals/liquor-licenses/>

<http://www.students.ubc.ca/classroomservices/event-bookings-and-space-rentals/liquor-licenses/liquor-license-checklist/>

<http://www.students.ubc.ca/classroomservices/event-bookings-and-space-rentals/liquor-licenses/holding-your-event/>

Alcohol may not be an inducement to attend the event and no indication may be made about the availability of alcohol when promoting the event. For example, terms such as "Beer Garden", "Wine and Cheese", etc., are prohibited. (See the BC Liquor Control and Licensing Branch – Special Occasion License Policy Manual – section 9.8.3 – for more detail.)