



Faculty of Education Entertainment Expense Policy (Effective April 1, 2015)

UBC Entertainment Expense Policy #84 states:
<http://www.universitycounsel.ubc.ca/files/2012/06/policy84.pdf>

These are relevant excerpts; please see the full policy for further details.

“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.”

“As employees of a public institution which aims to use its resources as effectively as possible, members of faculty and staff exercise care in incurring entertainment expenses.”

“The restrictions in these procedures have university-wide application; however, individual faculties and departments may have their own procedures which are more restrictive.”

“Entertainment supported by research grants or contracts must comply with University regulations and policies unless specifically indicated otherwise by the granting agency.”

Approval and Signing Authority

“Members of faculty and staff must have **advance authority**, either as an expectation of the position held or from an administrative head of unit, to incur entertainment expenses on behalf of the University. Except where indicated otherwise, entertainment expenses are approved for reimbursement by one administrative level higher than the person claiming reimbursement.”

As required by UBC policy, all expense claims must:

- Be approved by one administrative level higher
- Be accompanied by original receipts (credit card slips are not sufficient).
- Identify names of person (s)/organization(s) including names, university or organization affiliation and the purpose for the entertainment affiliation and purpose for the entertainment.

Types of Entertainment

“Entertainment expenses incurred for University business may include food, beverages, and social or recreational activities. **Normally, acceptable purposes for entertaining involve a**

University guest, visitor or benefactor. Entertainment expenses incurred for political party activities, events or other partisan purposes are expressly prohibited.”

Section I: Entertaining University Guests, Visitors or Benefactors

For the Faculty of Education, “reasonable” entertainment expenses for guests (e.g., shortlisted candidates, visiting scholars, external reviewers, alumni members, donors, and so forth) are defined as follows:

- Breakfast expenses may be authorized up to a maximum of \$20 per person, inclusive of tax and gratuity for 5 UBC diners plus the guest(s).
- Luncheon expenses should normally be for no more than 5 UBC diners plus the guest(s). Luncheon meal expenses may be authorized up to a maximum of \$30 per person, inclusive of tax and gratuity. Alcoholic beverages, at luncheons, will normally not be reimbursed.
- Dinner expenses should normally be for no more than 5 UBC diners plus the guest(s). Dinner meal expenses should not exceed \$65 per person, inclusive of tax and gratuity.
- Alcoholic beverages enjoyed at dinner can be no more than 20% of the total bill with bottles of wine not to exceed \$60/bottle. The excess will not be reimbursed. Alcoholic beverages for meals or occasions other than dinner will not be reimbursed, without advance approval from the Dean’s Office.

For Department/Faculty-wide presentations or other gatherings related to guests’ visits, expenditures for refreshments are authorized up to \$75 (unless replacing a meal function which requires advance DNSO approval).

Housing for university guests should be arranged utilizing the rates available through UBC campus accommodations and hotel programs.

<https://finance.ubc.ca/procure-pay/expenditure-guidelines/travel-expenditures>

Flight travel arrangements for guests should normally be booked through Concur.

<https://finance.ubc.ca/travel/private/plan> *Please note CWL login is required*

Section II: Entertaining UBC Faculty, Staff and Students

The Faculty of Education will not reimburse the cost of alcohol as part of a travel, meal, or entertainment expense from any UBC “G” account (with the exception of guest entertainment, as described in Section I). Some forms of alcohol expense are exempt from this policy and will require pre-approval from the DNSO. Such events include holiday receptions, retirement gatherings, and special Faculty-wide or Department-wide events.

For these occasions, alcoholic beverages can be no more than 20% of the total bill with bottles of wine not to exceed \$25/bottle. The pre-approval request must include a description of the

purpose, date, and location of the event, the number and type of attendees (e.g., faculty, staff, students), and a rationale for supplying alcoholic beverages.

Catering costs for these occasions should not exceed the current UBC per diem rate per person, inclusive of tax and gratuity.

Breakfast = \$14

Lunch = \$16

Dinner = \$30

Late afternoon events' catering costs should not exceed \$30/person.

UBC Serving and Consumption of Alcohol at University Facilities and Events Policy #13 states:

<https://universitycounsel.ubc.ca/files/2015/08/policy13.pdf>

These are relevant excerpts; please see the full policy for further details.

“The University is committed to promoting the well-being of the individuals within the University community and the maintenance of healthy lifestyles. The University does not condone any social event that has as its purpose the over-consumption of alcohol. Events and social functions that do not involve alcohol are encouraged.”

“The Event Organizer of an event at any Venue where alcohol will be served (a “With Alcohol Event”) must ensure the With Alcohol Event is inclusive and supportive of those members of the University population who choose not to or cannot drink alcohol.”

“Event Organizers must familiarize themselves with all legal requirements, University policies, procedures, and regulations relevant to hosting a With Alcohol Event. Contravention of any of the foregoing may result in disciplinary and/or legal action.”

“All Event Organizers should be aware that where an Event Organizer has failed to take reasonable steps to prevent over-consumption of alcohol and to prevent foreseeable harm, a court may hold an Event Organizer both legally and financially responsible for the subsequent behavior of an Attendee who becomes impaired as a result of alcohol consumed at a With Alcohol Event. The Event Organizer must ensure that alcohol is not served to impaired or underage Attendees and must take all reasonable steps to minimize the risks associated with over-consumption of alcohol at the With Alcohol Event.”

“For all events held at a UBC Facility, alcohol is not permitted unless one of the following applies:

- the With Alcohol Event is catered by the holder of a catering licence or catering endorsement from the British Columbia Liquor Control and Licensing Branch, the Event Organizer has complied with the Procedures associated with this Policy, and has obtained the written approval of the individual responsible for oversight of the UBC Facility (“Venue Approval”) to use the UBC Facility;
- the Event Organizer has obtained a special occasion licence granted in accordance with the British Columbia Liquor Control and Licensing Act and has complied with the Procedures associated with this Policy, and has obtained Venue Approval to use the UBC Facility; or
- the event satisfies all conditions as set out in the Procedures associated with this Policy (a “Licence Exempt Event”).”

“For a With Alcohol Event to be authorized as a Licence Exempt Event, all of the following conditions as required by the British Columbia Liquor Control and Licensing Branch must be satisfied:

- alcohol may be served at the event but it must not be sold;
- the event must be contained within a University-controlled building (i.e. outdoor events will not qualify);
- the area used for event must not be visible to the public;
- the nature and size of the event is such that it must not draw the attention of the public through excessive noise or other disturbances (events exceeding 75 attendees will not be eligible);
- uninvited members of the public must not be permitted to enter;
- attendance must be by prior invitation only;
- the event must be attended only by UBC employees and their guests;
- fees must not be charged for entry, entertainment, or for services related to the service of alcohol (i.e. fees for mix, ice and glasses); and
- alcohol must be provided through the Event Organizer (Attendees may not bring their own alcohol).”

“A Licence Exempt Event still requires Venue Approval. Venue Approval may be subject to conditions or requirements which must be attached to the Venue Approval.”

The Director of Planning, Development Services, Campus + Community Planning is the individual who is designated with responsibility for licence exempt approval authority (for UBC campus events) and the Associate Director, UBC Robson Square is the individual who is designated with responsibility for licence exempt approval authority (for UBC Robson Square events).

“The Event Organizer must submit requests for approval of Licence Exempt Events in accordance with the approval process established by Licence Exempt Approval Authority prior to the date of the event. The request must include a copy of the Venue Approval and any conditions or requirements attached to that approval.”

You can obtain the Liquor License Exempt Event Application form here:

https://planning.ubc.ca/sites/planning.ubc.ca/files/documents/planning-services/forms-documents/Liquor-AppForm_Jul%202016.pdf

The Venue Approval can be obtained from Dean Blye Frank, or his designates, Clara Ng, Assistant Dean, Finance if an event is planned for a Faculty of Education building (i.e., Scarfe or Ponderosa).