



Policy #159 Hospitality and Honorariums

Category	Administration
Subcategory	Finance
Effective Date	09/01/2023
Last Reviewed Date	11/06/2023
Next Review Date	11/06/2025
Policy Sponsor	Director, Finance & Administration

Policy

Hospitality Expenses:

As a Broader Public Sector organization, the Organization will follow the requirements set out in the Broader Public Sector (BPS) Expenses Directive, 2020. Hamilton Child and Family Supports will reimburse employees and others for appropriate and allowable hospitality expenses incurred by them while conducting official HCFS business. Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate agency business or is considered desirable as a matter of courtesy.

As per the definition of hospitality below, purchasing meals or other amenities for HCFS staff would not be reimbursed. Retirement events, training, and staff recognition are not considered hospitality.

Recipients of Hospitality:

In all cases where hospitality is provided to HCFS staff or board members, conflict of interest guidelines will prevail in determining whether such hospitality should be reasonably accepted. When clarification is needed a worker should consult with their supervisor.

Honorariums:

Honorariums may be given to guests who are not employees of HCFS.

This policy applies to

Staff

Students

Foster parents

Volunteers

Definitions, if applicable

Term	Definition
Approving Authority	Those positions authorized to commit HCFS to expenditures as defined in <i>Authorities for Obligations and Payments – Governing Policy</i> and <i>Authorities for Obligation and Payments – Managing Policy</i> .
Hospitality	The provision of food, beverage, accommodation, transportation and other amenities to individuals not employed by or engaged in work for Hamilton Child and Family Supports, or designated BPS organizations, or any Ontario government ministries, agencies and public entities.
Honorariums	Token gifts of appreciation to acknowledge services provided at no charge to the agency. Generally used to thank a guest speaker at an event.

Related Procedure

Hospitality Expenses

Hospitality expenditures must be pre-approved by the Executive Director. When determining whether a hospitality expense is appropriate, the approving authority must evaluate the:

- 1) hospitality event relative to the costs incurred,
- 2) availability of funds, and
- 3) alternatives that would be just as effective in accomplishing the desired objective.

Allowable expenses may include:

- a) Meals or refreshments served during business meetings
- b) Meals for visitors, guests, donors

HCFS may pay or reimburse expenses when:

- a) Meals or refreshments are served during HCFS sponsored meetings with community representatives.
- b) Meals are a necessary and integral part of a business meeting, not a matter of personal convenience.
- c) HCFS hosts official guests, including members of the community, business representatives and prospective donors. To the extent that events of this nature are conducted to achieve a specific business purpose, the related expenses and costs will be borne by HCFS.

Alcoholic Beverages will not be provided or reimbursed as hospitality expenses.

Recipients of Hospitality:

Gifts of appreciation may be accepted if token in nature, valued at up to \$30.00. Gifts valued above \$30.00 must be graciously and respectfully declined. If acceptance is unavoidable, it will be reported to the Director who will determine the appropriate action.

Gifts of Appreciation Provided by HCFS:

HCFS may incur an expenditure to support an organization or an individual within that organization with whom HCFS has a continuing service relationship where that expenditure would be viewed as supportive and enabling a continuation of that service relationship.

Examples of community relationship expenditures would include flowers arrangements sent to commemorate a significant event (e.g., death of an immediate family member, achievement), honorariums for those helping to coordinate/deliver a community event, the purchase of tickets to attend a community event hosted by that organization and participation in an event or activity that supports that organization.

The Executive Director manages the budget and provides prior approval of all Community Relationship expenditures.

Honorariums:

Honorariums valued at up to \$100, may be extended to persons who are not employees of HCFS in exchange for services.

Related Resources

- [Reimbursement of Expenses](#)
- [Credit Cards](#)
- [BPS Expenses Directive, 2020](#)