

## REGULATIONS

<b>SUBJECT:</b> <b>Hospitality</b>
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1. Hospitality at Board expense may only be extended by:
  - Director of Education,
  - Associate Director, or
  - Superintendents.
2. Exceptions to the above must have prior approval of the Director of Education or Associate Director.
3. Hospitality expenses should be necessary and reasonable and will include the provision of food, beverages, accommodation, transportation or other amenities at Board expense.
4. Hospitality must be extended in an economical, consistent and appropriate way when it will facilitate Board business or is considered desirable as a matter of corporate courtesy.
5. Hospitality may be extended on behalf of the Board when:
  - Engaging representatives of other school boards, the broader public sector, industry, public interest groups, or unions in discussions on official matters;
  - Providing individuals from provincial, national or international organizations and charitable organizations with an understanding and appreciation of the workings of the Board;
  - Sponsoring or attending formal conferences related to the goals of the Board; and
  - Recognizing employees or other individuals for outstanding achievement (i.e. retirement service, meritorious awards, achievement of major goals etc.);
6. When hospitality is extended to vendors of the Board, prior approval must be obtained from the Director of Education to ensure that the hospitality extended does not give, or is not perceived to give, preferential treatment to any vendor. Hospitality is not to be extended to vendors within 3 months of an expiring contract, or when engaged in a procurement process.
7. Individuals should not accept hospitality from vendors to the Board (current or prospective) that exceed the bounds of normal social courtesy to avoid either real or perceived conflicts of interest.
8. Part of Board hospitality, when hosting Board special events off Board property, may include the moderate consumption of alcoholic beverages with a meal or during a reception.

9. Reimbursement for reasonable costs of alcohol is permitted for hospitality events.
  - Alcoholic beverages should not include premium brands or vintage wines.
  - All laws involving the serving of alcohol must be followed at any hospitality event.
10. Gifts of appreciation, valued at up to \$50.00, may be extended to persons. Gift values above \$50.00 must be justified and approved by the Director of Education or Associate Director. Neither gift cards nor cash can be given as hospitality gifts.
11. All hospitality expense claims must be submitted on the Board's Expense Form, accompanied by the original detailed receipts to the Director of Education, or designate, for approval. The Chair of the Board will approve the Director of Education's hospitality expenses.

Implementation Date: March 27, 2007  
Revised: November 8, 2011, September 22, 2015  
Reviewed: November 13, 2018  
Revised: September 26, 2023

Reference: LKDSB Policy, Administrative Procedures  
Ministry of Education School Board Expenditure Review Guidelines