



# Hospitality and Working Session Policy

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Finance

# Hospitality and Working Session Policy

## 1. Table of contents

<b>2. Introduction .....</b>	<b>2</b>
2.1 Policy statement .....	2
2.2 Purpose .....	2
2.3 Definitions.....	2
<b>3. Policy.....</b>	<b>3</b>
3.1 Duties and responsibilities.....	3
3.2 Application of the policy .....	3
Hospitality events .....	3
Working sessions .....	3
Excluded.....	4
<b>4. Administration.....</b>	<b>4</b>
4.1 Related documents and legislation.....	4
4.2 Procedures .....	4
4.3 Forms .....	4
4.4 Amendment history .....	4
4.5 Scheduled review date.....	4

# Hospitality and Working Session Policy

## 2. Introduction

### 2.1 Policy statement

The Alberta Motor Vehicle Industry Council (AMVIC) is Alberta's automotive industry regulator. AMVIC is a public agency accountable to the Minister of Service Alberta and the Government of Alberta.

From time to time, it may be necessary for AMVIC to incur hospitality or working session expenses to conduct its business.

### 2.2 Purpose

This policy provides a framework of accountability and rules to guide the effective oversight of AMVIC funds in expenditures for hospitality and working session expenses.

### 2.3 Definitions

"approver" means an individual with the authority to approve expenditures under this policy.

"claimant" means any individual who seeks reimbursement of an expense under this policy.

"consumer(s)" means an individual who purchases motor vehicle goods or services.

"Council" means Alberta Motor Vehicle Industry Council (AMVIC).

"industry" means a member of the motor vehicle industry.

"hospitality" means an event when:

- a) AMVIC hosts industry, consumers or government guests and hospitality is necessary or desirable as a matter of courtesy or to facilitate Council business;
- b) Council business discussions take place with persons not employed by the Council; or
- c) persons, including spouses, legal partners, those associated with the industry, consumers, provincial government, or other organizations that are involved with activities related to the Council meet.

"working session" means an event where any expenses incurred in respect of food or non-alcoholic beverages provided for approved meetings for Council business that run through a meal break or are of a sufficient duration to warrant supplying light refreshment, and where only Council employees are involved.

## **Hospitality and Working Session Policy**

### **3. Policy**

#### **3.1 Duties and responsibilities**

The chief executive officer (“CEO”) is responsible for approving hospitality or working sessions and the associated expense to their maximum approval level in the accounting policy. Expenses in excess of the CEO approval maximum must be approved by two board directors; one being the chair or the treasurer.

Managers may approve hospitality and working session expenses to a maximum of \$200 for each event.

#### **3.2 Application of the policy**

##### **Hospitality events**

- 3.2.1 The approver must ensure the hospitality expenses:
  - (a) are provided in an economical and consistent manner;
  - (b) facilitate Council business; and
  - (c) are considered desirable as a matter of courtesy or protocol.
- 3.2.2 Hospitality expenses involving the serving of alcohol or expenses of more than \$5,000 require prior written approval of two board directors; one being the chair or the treasurer.
- 3.2.3 Organizers and approvers shall strive to minimize hospitality expenses where possible, having due regard for the nature, size and intended business purpose of the hospitality event.
- 3.2.4 Organizers and approvers shall ensure that:
  - (a) the attendance of each host, industry member, consumer and government representative is documented and justified;
  - (b) the number of hosts, industry, consumer and government representatives attending the event is minimized and limited to those who have the most direct involvement with the business purpose of the event; and
  - (c) spouses or legal partners of host or government representatives attend only when required by protocol.
- 3.2.5 All hospitality expenses shall include the following details:
  - (a) purpose;
  - (b) date;
  - (c) location; and
  - (d) type of hospitality event (e.g. breakfast, lunch, dinner, reception, refreshments, etc.).

##### **Working sessions**

- 3.2.6 A claimant may claim reimbursement of working session expenses.

## Hospitality and Working Session Policy

- 3.2.7 An approver shall pre-approve in writing any working session expenses of \$200 or over before any arrangements are made.

### Excluded

- 3.2.8 Hospitality or working sessions where the participation of an AMVIC employee or board member was not necessary, or where the event is purely social, is excluded from this policy.

## 4. Administration

### 4.1 Related documents and legislation

Government of Alberta Travel, Meal and Hospitality Expenses Directive

### 4.2 Procedures

n/a

### 4.3 Forms

n/a

### 4.4 Amendment history

Version	Date	Summary of update
1	Aug. 12, 2003	Original.
2	Oct. 2, 2019	Updated to match Government of Alberta policy and new template. Reviewed and approved.
2.a	April 30, 2021	Administrative change to reflect update in title of Government of Alberta directive.

### 4.5 Scheduled review date

April 2024