

Section/Number: Financial Administration – 012	Approval Date: (DD/MM/YY)
Subject: Hospitality	Amendment Dates:
<p>Policy</p> <p>Council may pre-approve expenses for the Mayor, Council Members, the Senior Administrative Officer or other staff for reasonable hospitality expenses while engaged in Community Government business.</p>	
<p>Definitions</p> <p>Hospitality expenses include meals, snacks and refreshments in the community or during duty travel.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. All hospitality expenses for the Mayor, Council or the SAO must be pre-approved by Council. 2. Hospitality expenses for all other staff must be pre-approved by the SAO. 3. All hospitality expenses must be substantiated in writing and include a receipt for the amount claimed. <ol style="list-style-type: none"> 3.1. Both the person(s) entertained and the reason for the meeting must be indicated. 4. The Community Government will not cover any alcoholic beverage, cigarette or tobacco related product expenses. 	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	