



ALLARD SCHOOL OF LAW

THE UNIVERSITY OF BRITISH COLUMBIA

Entertainment Expenses (Supplement to University Policy FM8)

University Policy FM8: https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Business-Expenses-Policy_FM8.pdf

General: The Peter A. Allard School of Law will cover the cost of entertainment expenses incurred by the Appointments Committee in support of the School's hiring goals, provided the expenses are authorized, reasonable and appropriately documented.

Food and Beverage Costs: For purposes of this policy the entertainment is limited to 4 people, including the candidate, and is based on the following maximum meal allowances:

Maximum allowances:

Breakfast	\$25/person
Lunch	\$45/person
Dinner	\$90/person
Alcohol	Maximum 35% of the total bill

Alcohol purchases over the 35% threshold are the responsibility of the claimant.

Expense Claims: Claims are to be accompanied by **original receipts** (not credit card transaction records) and substantiated by sufficient detail to identify the person or persons entertained, including names, university or organization affiliation and the purpose for the entertainment. Gratuities are allowable expenses. These expenses will be charged to the Appointments Committee PG 19G49119 (CIEO).

Exceptions: Requests for exceptions to these limits should be made in advance to the Dean or the Assistant Dean of Finance and Administration.

Effective: April 1, 2021