



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 members of faculty and staff in support of the School's mission, provided the expenses are authorized, reasonable and appropriately documented.

Food and Beverage Costs: For purposes of this policy a reasonable meal expense is no more than **\$60 per person**, which includes the cost of the meal, beverages, gratuity and taxes. Alcohol costs of up to 35% (including liquor tax) of the total bill are considered eligible expenses for reimbursement. 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.

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

Updated: April 1, 2021