



Title:	ENTERTAINMENT EXPENSE GUIDELINES
Updated:	April 1, 2007
Audience:	All Faculty of Medicine faculty and staff
Purpose:	To facilitate entertainment in support of the University’s mission while maintaining controls for accountability.
Contact:	MedFinance

UBC Entertainment Expense Policy # 84 states:

“The University covers the cost of entertainment expenses incurred by members of faculty and staff in support of the University’s mission, provided the expenses are authorized, reasonable and appropriately documented...the entertainment is at reasonable cost, involving people at a number appropriate to the significance of the event. The determination of what constitutes reimbursable expenses for entertainment is the responsibility of the administrative head of unit.”

Please note that “reasonable” entertainment expenses for the Faculty of Medicine are defined as follows:

- a) Dinner expenses for visiting professors, candidates for positions, etc. may be authorized by the account signing officer up to a maximum of \$80 per person, inclusive of tax and gratuity (approximately \$65/person prior to tax and gratuity).
- b) Luncheon expenses may be authorized up to a maximum of \$30 per person, inclusive of tax and gratuity.
- c) Breakfast may be authorized up to a maximum of \$20 per person, inclusive of tax and gratuity.

In keeping with the guideline developed by the VP’s office regarding Deans’ entertainment expenses, the maximum charge for wine should not exceed \$50 per bottle. In addition, the total cost of alcohol must be less than 35% of the total bill. The excess will not be reimbursed.

This definition is applicable to entertainment expenses paid from all University administered accounts, including grants and contracts and all situations involving entertainment but is particularly applicable when claiming reimbursement from the Dean’s Office for entertainment for candidates and positions.

As required by UBC policy, all expense claims must:

- be approved by one administrative level higher
- be accompanied by detailed, original receipts (credit card slips are not sufficient)
- include name of person(s),/organization(s) affiliation and purpose for the entertainment.



Expense Guidelines for Meals and Entertainment issued by UBC Internal Audit Department state:

“It is recommended that restaurant lunch charges be limited to travel, third party business lunches, recruiting or special occasions. Interoffice lunch charges should generally be avoided, unless they involve on-campus working meeting or special occasion. Receipts and a full description of the purpose of entertainment or hosting type of expenses are required. Names of individuals involved should be documented if practical.”