

	Policy No.: 8	Approval Date: May 27 th 2020 Created: June 5 th 2019 Last Reviewed: May 27 th 2020
Title: <p style="text-align: center;">Gifts and Hospitality Policy</p>		
Background & Purposes: <p>In order to support the Administrative and Professional Staff Association’s activities and mission, APSA will reimburse reasonable gifts and hospitality expenses incurred by APSA staff and volunteers.</p> <p>The purpose of this policy is to ensure that gift and hospitality expenditures paid by APSA are managed in a consistent and cost-effective manner that supports the association’s mission and purpose.</p> <p>The policy also addresses if a volunteer/staff member receives gifts from stakeholders or external individuals.</p>		

1. Scope

This policy will apply to any reasonable expenditures in which an APSA staff or volunteer provides hospitality in support of the association’s purpose or mission.

2. Definitions

For the purpose of this policy “Hospitality” means the provision of food, beverages, social or recreational activities, events and gifts relating to the business of the association. Hospitality normally involves:

- i. hosting of an external individual
- ii. employee or volunteer activities such as work meetings, social functions, gifts and awards.

“External individual” means guest, visitor, prospective APSA employee, consultant or stakeholder. Spouses/partners of employees or volunteers are not normally considered external individuals.

3. Application

3.01 Hospitality

While APSA recognizes that Hospitality expenditures will be incurred in carrying out its mission and activities, these expenses are expected to be minimal. The number of visitors being hosted and the number of volunteers/employees attending should be reasonable and appropriate to the purpose of the event.

Hospitality expenditures in support of carrying out APSA's mission will be reimbursed provided that the expenses are:

- i. Related directly to activities that arise from the performance of duties and responsibilities of the employee or volunteer incurring the expenditure.
- ii. Approval of hospitality expense claims is required and authorized by: the signing officers of the executive committee, or, in the case of employees, the Executive Director. These approval bodies will determine what is considered reasonable costs.
- iii. APSA will reimburse the reasonable actual costs of hospitality expenses which satisfy the criteria of this policy, and related procedures and the appendix. If claimants exceed reasonable costs, only the reasonable portion is reimbursable. For a guideline on reasonable hospitality costs, see Appendix 1 of SFU's Policy AD 3.02 Travel and Business Expenses, Table 2.
- iv. Alcoholic beverages are only reimbursable when consumed in the context of a meal and in modest price and quantity.
- v. Appropriately documented including original receipts, records indicated attendees and a statement of reason for the expenditure.

3.02 Gifts for APSA employees and/or volunteers are only reimbursable for retirements, achievement, recognition, compassionate, and similar purposes to normal maximums as specified in Appendix 1 of SFU's Policy AD 3.02 Travel and Business Expenses or approved by the board.

To comply with APSA bylaws, and to ensure integrity and impartiality, APSA will not give gifts or donations to members or any third-party soliciting donations.

Acceptance of offers of incidental gifts, hospitality or other benefits offered by persons, groups or organizations having dealings with APSA or with SFU, is permitted only if such gifts, hospitality or other benefits:

- I. Are of a nominal value and within the bounds of propriety, or a normal expression of courtesy, or within the normal standards of hospitality, or offered generally to the public as part of a promotional plan;
- II. Would not be perceived to compromise the objectivity, integrity and impartiality of APSA employees and volunteers; or are authorized by the Executive Director.

In addition, the solicitation of any such gifts, hospitality or other benefits is not permitted.

Acceptance by APSA employees and/or volunteers of hospitality in the form of receptions, business luncheons or dinners for the purpose of broadening business contacts or facilitating the discussion of matters of importance to APSA is not prohibited, where such hospitality is clearly within the bounds of propriety and not liable to cast doubt on the APSA employees and/or volunteers member's objectivity.

4. Exceptions

An individual incurring expenses is personally responsible for expenses which exceed reasonable limits or is not in compliance with this or other policies.

Expenses involving volunteers or employees who can regularly meet during working hours will not normally be considered a reimbursable expense.

Expenses relating to social or professional development events for the APSA membership are not included in this policy.

Where it is not possible to decline unauthorized gifts, hospitality or other benefits, or where such action is likely to be construed as discourteous, the APSA employee and/or volunteer member shall immediately report the matter to the APSA President and/or Executive Director, as it applies.

The APSA President and/or Executive Director may require that a gift of this nature be retained by APSA or be disposed of for charitable purposes.