



Policy Name	<i>Hospitality, Celebrations and Working Sessions</i>		
Policy #	FO 9.0	Category	Finance and Operations
Policy Owner	VP Administration and Chief Financial Officer	Effective Date	November 3, 2021
Policy Lead	Associate Vice President Campus Services	Next Review Date	November 3, 2026
Approved by	Executive Management Committee	Approval Date	November 3, 2021

1.0 Policy Statement

NAIT supports the roles that hospitality, celebrations and working sessions play in advancing NAIT's vision and business plans. NAIT also recognizes that these events play an important role in employee satisfaction, productivity and engagement and in supporting NAIT's values.

In alignment with NAIT's value of accountability, related expenses must reflect NAIT's commitment to:

- sound financial management related to incurred expenses,
- equity, respect and transparency,
- compliance with legislation and regulations.

2.0 Scope

This policy applies to all NAIT representatives including staff, Board of Governors members and other groups legally affiliated with NAIT. This policy applies regardless of how related expenses have been paid for or are being reimbursed (i.e., procurement card, internal charge, expense reimbursement).

3.0 Definitions

Term	Definition
Celebration	An event or initiative organized to recognize accomplishments and successes or to show appreciation of NAIT staff or students. Includes: <ul style="list-style-type: none">• meal or reception• team social event or organized activity• holiday gathering• gift or reward
Hospitality	A NAIT-hosted event or initiative that involves individuals external to NAIT for the purpose of advancing the vision and business plans of NAIT or as a matter of protocol and courtesy. Includes: <ul style="list-style-type: none">• engaging in discussion of official public matters with industry• conducting ceremonies for government or distinguished guests• providing external groups with an understanding of NAIT

Leader	A school or business unit supervisor with DEPT ID budget authority. Areas may use discretion on how to segregate accountability and staff members, but staff may only be counted once for the purpose of allowances in this procedure.
Working Sessions	NAIT gatherings held during working hours for the purpose of furthering NAIT related business including: <ul style="list-style-type: none"> • team building • retreats and planning • working meetings over meal hours

4.0 Guiding Principles

NAIT supports these activities and the expenses related to them based on the following principles:

4.1 Alignment with NAIT goals and values

Celebrations, hospitality and working sessions should be planned as part of the budget cycle and activities should be demonstrably aligned with NAIT's values and strategic and operational goals.

4.2 Leadership Discretion and Prudence

Leaders have the administrative authority to make decisions and choices with a degree of flexibility while maintaining compliance. Prudence is expected.

4.3 Internal resources

In the interest of safety and sustainability, the use of NAIT facilities and services is encouraged.

4.4 Fairness

Equity and transparency should be demonstrated through consistent, fair and reasonable practices within and among NAIT operational units.

4.5 Compliance

Rules and regulations related to both the reporting and public disclosure of expenses as well as the Canada Revenue Agency must be followed. Since expense accounts can become matters of public record, expenses should be incurred and claimed in a manner that is defensible and will not harm NAIT's reputation as a good manager of resources.

5.0 Other Related Documents

- NAIT Signing Authority Matrix
- NAIT Employee Expense Reimbursement Procedure
- NAIT/NAITSA Agreement
- NAIT Policy *Food and Beverage Handling*
- NAIT Policy *Liquor Sales, Service and Consumption*
- CRA Rules and Regulations *taxable benefits and public disclosure*

Document History

Date	Action/ Change
November 28, 2024	Minor revision to reflect the change in policy owner from VP Students and Campus Life to VP Administration and CFO.