

INTERPRETATION #1

Travel, Meal and Hospitality Expense Policy *Overview*

September 20, 2012

Abstract

This bulletin provides an overview of the [Travel, Meal and Hospitality Expense Policy](#) (the Policy). It is provided as a set of principles to guide activity and is not intended as a substitute for the Policy.

Guiding Principle

1. Professional judgment – The policy is not intended to change the business of government. Sound judgment should be applied to individual situations given the spirit and intent of being transparent to the public.

Nature of Events and Expenses

1. Categorization – Expense allocations specific to the policy and subsequent disclosures are categorized as travel, hospitality, working sessions, and corporate events.
2. Working sessions – Working sessions require disclosure and are defined as any event where a claimant incurs a non-travel meal expense at a commercial eating establishment while in the course of conducting government business.
3. Corporate events – Corporate events do not require disclosure in accordance with the Public Disclosure of Travel and Expense policy and are defined as activities or events that are planned in the course of conducting government business, excluding at a commercial eating establishment.
4. Other facilities – Not including commercial eating establishments, a corporate event may occur in a facility external to government when larger capacities need to be accommodated or where alternative facilities are more practical given the nature of the event.
5. Expenses – When allocating expenses to working sessions and hospitality, consideration should be exercised to include food and non-alcoholic beverage costs for working sessions and corporate events, and all related expenses for hospitality if they can be reasonably determined.
6. Travel – The category of travel is utilized when, in the normal course of business activity an individual must leave their work area to fulfill a general job duty.

Differentiating Events

7. Assisting the delivery of a program or service – If the event is intended to move a government program or service forward by either having staff, public stakeholders, industry representatives, or others as required to either affirm decisions or assist in decisions being made for the benefit of that program or service – the event should be considered a working session or corporate event.
8. Informing the public – If the event is intended to provide information to staff, public stakeholders, and/or industry representatives that may require subsequent action from them as a result of changes to a program or service – the event should also be considered a working session or corporate event.
9. Public collaboration and celebration – If the event is intended to evoke collaboration on broader public issues that may not necessarily advance a program or service or result in business planning decisions specific to a program; and/or the event provides a vehicle for public celebration or acknowledgement – the event should be considered a hospitality event.

Attributing Expenses

10. Events with multiple disclosers - In cases where multiple disclosers attend the same working session or hospitality event, the most senior individual who took responsibility for or was charged to take responsibility for initiating the event and/or incurring any direct additional costs for the event is responsible for disclosure. This includes the listing of other disclosers in attendance.

Other Matters

11. Training – If food or non-alcoholic beverages are served at a training event – incurred expenses should be coded as a corporate event.
12. General recognition – If non-hospitality events are held for the sole purpose of general staff recognition they should be considered working sessions or corporate events depending on the location of the event as per paragraphs #2 and #3.

Exemptions

13. Requests for exemptions to the policy's supporting Treasury Board Directive should be made to the President of the Treasury Board (Minister of Treasury Board and Finance).

Go to:

- [Travel, Meal and Hospitality Expense Policy](#)