



**Guiding Principles**

**Authorities and Officers**



## Hospitality Involving External Guests

Procedural Authority:

Effective Date:

Procedural Officer:

Supersedes:

Last Editorial Change:

Parent Policy: \_\_\_\_\_

---

Purpose

Types of Expenditures

### Meals and Social Functions

no more than \$60

## Gifts

### Ineligible Expenses

- 
- 
- 
- 
-









- 
- 

less than \$20

**Retirement Gifts**

\$500

to a maximum of

**Long Service Awards**

up to \$100

**Prize Draws**

**Ineligible Expenses**

**Procedures**  
**Payment of Expenses**

**Approvals**