

# MEETING EXPENSE POLICY



## Purpose

The Britannia Community Services Centre Society believes that food brings people and community together. Therefore, providing food and beverages at community meetings, such as Board Meetings, Committee Meetings, and Community Consultation meetings is an effective way for the Grandview Woodlands Community to become involved and participate in activities at Britannia. This policy provides guidelines for purchasing food and beverages for meetings at Britannia.

## Scope

This policy applies to all Britannia Society employees and volunteers.

## POLICY STATEMENTS

- All food purchased for meetings must be within the department's operating budget.
- Whenever possible, food for meetings should be locally sourced, healthy, and culturally sensitive. There should also be consideration for people's specific food needs (vegetarian, vegan)
- Food purchases for meetings should be made with an internal Britannia Credit Card or invoiced to and paid by Britannia
  - Volunteers/Committee members should not purchase their food directly
- Where a meal or food has been provided at a meeting, the following information must be recorded: name, title, department of all attendees and purpose of the meeting. This information must be provided along with the expense claim.
- Meetings that take place in the evening, during typical dinner time, food may be purchased under the following guidelines:
  - Meetings under 2 hours in duration – cost should not exceed \$10 per person
  - Meetings greater than 2 hours in duration – cost should not exceed \$25 per person
- Meetings that take place during the standard working day, a small snack may be provided – cost should not exceed \$5 per person.
- Meetings that take place during the standard working day which are greater than 2 hours in duration, and run over normal lunch hours, lunch may be purchased – cost should not exceed \$20 per person
- For full day meetings (Example: Board Planning Day) – cost should not exceed \$50 per day per attendee
- Occasionally, staff are taken out for a meal as recognition of their hard work (this should not occur more than once or twice a year). In these instances, if the budget allows, food purchases greater than \$20 per person may be permitted to a maximum of \$50 per person.
- In some situations, it may be difficult to forecast the exact number of people who are attending a meeting. The staff member responsible for planning the meeting, and purchasing food, should strive to be as accurate as possible in determining the correct number of people attending when planning food purchases.
- If there is left over food, to minimize food waste, all left over food should be offered to attendees to take, or provided to the teen centre, AML, or staff on site.
- Any form of alcohol is not an allowable beverage for any meetings at Britannia.