



CITY OF CORNER BROOK

Policy Statement

Index	Finance and Administration	Section	Payments and approvals			
Title	Entertainment Expenses	Policy Number (Index-Sector-No.)	11-05-07	Authority	Council	
Approval Date:	19 Jan 2015	Effective Date	19 Jan 2015	Last revision date	19 Jan 2015	

Purpose:

Employees who incur expenses when entertaining persons with whom the City conducts business will be reimbursed entertainment expenses as outlined in this policy.

Definitions:

Entertainment - The provision of food, drink and/or other forms of hospitality (i.e., musical entertainment, tours, etc.) to persons with whom City business is being conducted

References:

FASC15-14 January 12, 2014

Regular Council 15-15 January 19, 2015

Detailed Action Required:

Responsibilities

Employees are responsible to:

- ensure that entertainment expenses to be incurred are in accordance with this policy;
- request approval of entertainment expenses from the Chief Administrative Officer in advance, where possible;
- and
- If a meal is taking place the name of all attendees and the purpose of the meal should be noted on the receipt.
- submit all required receipts.

Entertainment Expense Limits

Employees may incur entertainment expenses, within or outside the province, up to \$200 per day (including taxes and gratuities) with the prior approval of the Chief Administrative Officer. Entertainment expenses in excess of \$200 per day require the prior approval of Council.

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.



MAYOR



CITY CLERK