



ADMINISTRATIVE MANUAL

Policy

Title:	Internal Meetings	Number:	508.0
Sponsor:	Director, Finance	Page:	1 of 5
Approved by:	Board of Directors	Approval Date:	December 2 2018
		Effective Date:	April 1 2019
Applies To:	All IWK Team Members, Managers, and Directors who organize, approve or reimburse meetings and events.		

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PREAMBLE

At times during the everyday operation of the IWK Health Centre, legitimate and necessary expenses associated with internal meetings may be incurred. The following policy and procedure are accountable, economical, and consistent to ensure expenditures related to meals, entertainment, and other events are in accordance with IWK business.

This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

GUIDING PRINCIPLES AND VALUES

In accordance with the IWK's value of accountability, the hosting department / portfolio and its IWK Team Members are expected to use all Public Funds (which includes government, donor and external grant agency funds) in a responsible and respectful manner.

POLICY STATEMENTS

1. This policy must be used in expensing costs associated with Internal Meetings such as team meetings and consultations or professional development sessions.
2. IWK Team Members must exercise prudent business judgment and moderation, along with disciplined budgetary control, to determine whom these functions serve, the frequency of events, and the reasonableness of related costs.
3. All internal meeting expenditures require pre-approval from the Organizer's manager, based on the **IWK – 132.1 Signing Authority Policy**, via the [Events Pre-Approval Form](#). A list of those IWK Team Members in attendance is also to be included on (or attached to) the form.
4. All Catering is to follow the requirements of the **IWK -102.0 IWK Catering Policy**.
5. The provision of non-alcoholic beverages is the standard for internal business meetings and events. Alcoholic beverages are not to be served for internal meetings.
6. Gifts must not be expensed for internal meetings.
7. Organizers must include itemized receipts (no credit card statement or Interac slips) for all expenses where they are seeking personal reimbursement (e.g. for expense not on an IWK purchase order or via the IWK Catering Department). If an itemized receipt is lost or not available, the approver uses their judgment on whether to approve the expense for payment.
8. Executive Leadership Team (ELT) members must report their internal meeting related expenditures on their Travel and Hospitality Report which is made public on the IWK website.
9. This policy does not apply to expensing costs incurred while hosting individuals from outside of the IWK for the purpose of advancing the IWK's Mission in diplomacy, protocol, business development, promotional advocacy, or recruitment at events such as receptions, ceremonies, conferences, performances, Foundation or Auxiliary events. Refer to **IWK – 509.0 Hospitality Policy**.
10. Expenses related to Employee events including, but not limited to, retirement parties and long service awards are addressed in the **IWK –XXX Recognition Events and Activities Policy**.

PROCEDURE

1. The IWK pays for reasonable and necessary business expenses for meetings involving only IWK personnel, under certain specific circumstances. The frequency of such meetings and the related expenses must be appropriate to the purpose of the discussion and the nature of the business conducted.
 - 1.2 Such meetings / events include: internal business meetings, meetings of an organized work group, other events that are not employee-funded.
 - 1.3 Such meeting / events must be:
 - 1.3.1 Necessary to conduct IWK business; or
 - 1.3.2 Necessary to meet operational deadlines, or the nature of the work requires the group to progress through normal mealtime.
 - 1.4 Full day meetings may have catering provided for a lunch break only.
 - 1.5 Half day meetings, defined as 3 hours or longer in duration, may have catering provided for a break.
 - 1.6 Any exception to the meeting lengths included in Section 1.4 and 1.5 above must have documented **pre-approval** from the Organizer's manager, based on the **IWK – 132.1 Signing Authority Policy**. This approval will be done via the [Events Pre-Approval Form](#) and must clearly state the reason for approval of the exception.

ROLES AND RESPONSIBILITIES

1. **Approvers** consider the following when making a decision to approve events or refreshments, etc. at an internal meeting. Is the expense:
 - 1.1. Able to stand up to scrutiny by auditors and members of the public;
 - 1.2. Compliant with other applicable IWK policies regarding alcohol, use of restaurant services etc.
 - 1.3. Properly explained and documented;
 - 1.4. Fair and equitable;
 - 1.5. Reasonable; and,
 - 1.6. Appropriate.
2. **IWK Team Member:**
 - 2.1. Act in accordance with this and applicable IWK policies when requesting reimbursement.

3. Catering Department:

- 3.1. Acts in accordance with this policy when processing catering requests.
- 3.2. Ensures that any catering request has included a copy of the completed and approved [Events Pre-Approval Form](#).

4. Financial Services Department:

- 4.1. Acts in accordance with this policy when processing reimbursement;
- 4.2. Provides advice and assistance regarding the application of this policy;
- 4.3. Monitors expenses for appropriate usage and consistency with policy directives;
- 4.4. Processes expense claims; and,
- 4.5. Monitors the effectiveness and consistent application of this policy including coordinating periodic reviews of expenses to ensure compliance with this policy by departments.

RELATED DOCUMENTS

Policies

IWK – 501.6 Travel

IWK – 509.0 Hospitality ([Hospitality Policy - DRAFT](#))

IWK – 132.1 Financial Signing Authority Policy

IWK – 102.0 Catering Policy

IWK – 515.0 Recognition Events and Activities ([Recognition Events & Activities Policy - DRAFT](#))

Forms

[Events Pre-Approval Form](#)

APPENDICES

Appendix A: Definitions

- Approver** The responsible person as set out in ***IWK 132.1 Signing Authority Policy.***

- IWK Team Member** Unless specifically limited by a certain policy, refers to all employees, physicians, learners, volunteers, board members, contractors, contract workers, franchise employees, and those with affiliated appointments and other individuals performing activities within the IWK.

- Organizer** IWK Team Member responsible for planning the meeting / event.

- Public Funds** Money that is provided to the IWK via government, donors or through research grants.

VERSION HISTORY

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)