

ALCOHOL REIMBURSEMENT POLICY

Passed: February 7, 2007

Reviewed and amended: August 11, 2010

Preamble

Whereas in the course of conducting the Society's business, members of the Executive and AMS permanent staff may have occasion to entertain government officials or members of the University administration at functions at which alcohol is available; and

Whereas the Society's senior management sometimes shows its appreciation for the Society's permanent staff or for other groups by hosting employee appreciation events or other similar functions at which alcohol is available; and

Whereas the Society wishes to put reasonable limits on the amount of alcohol-related expenses for which it provides reimbursement,

Therefore be it resolved that the following Alcohol Reimbursement Policy be adopted:

Policy

- 1) Each member of the Executive may be reimbursed for alcohol-related expenses incurred while entertaining government officials or members of the University administration or at functions or events while on official Society business up to a maximum of \$150 in any twelve (12) month period, provided this amount is budgeted for in the annual AMS budget.
- 2) Members of the permanent staff may be reimbursed for business-related alcohol expenses or provided with a reasonable amount of complimentary drinks at employee appreciation events or other similar functions. Such expenses shall be at the discretion of the General Manager.
- 3) Reimbursement for other alcohol-related expenses may be provided only with the approval of the Executive Committee and only if budgeted for in the annual AMS budget.