

From: Anna Reale <anna.reale@utoronto.ca>
Date: November 7, 2019 at 4:32:02 PM EST
To: "ALLFACULTY-UTM-L@LISTSERV.UTORONTO.CA" <ALLFACULTY-UTM-L@LISTSERV.UTORONTO.CA>
Subject: Alcohol Expense Policy
Reply-To: Anna Reale <anna.reale@UTORONTO.CA>

Dear Chairs and Faculty members, on behalf of Amrita Daniere, Vice-Principal Academic and Dean, please see email below.

Dear Colleagues;

I have recently been contacted by several of you regarding the UTM policy on Alcohol Expense. In particular, I was asked to provide guidance on what constitutes “moderate consumption and price point,” because University policy requires that these practices be followed when requesting reimbursement for alcohol. After an environmental scan of recent requests from a range of restaurants patronized by faculty in the past year, Business Services believes that a moderate price point, at this time, is approximately \$16 per beverage and \$90 per bottle of wine. Moderate consumption would normally be considered two drinks per person. I would ask that you bear these norms in mind when requesting reimbursement for alcohol for events that qualify. A link to University Policy on expensing alcohol is provided below for your convenience.

Sincerely,

Amrita

A. The University policy on expensing of alcohol (as per the BPS directive) is found at http://finance.utoronto.ca/wp-content/uploads/2016/03/BPS_Directive.pdf

and the relevant sections are as follows

The University permits alcohol as a reimbursable expense for business entertainment with individuals who are not employees of the University and for internal special events (holiday lunches or parties, retirement gatherings and/or other special events) involving only University employees.

How this affects you:

- You will need to provide original receipts for all alcohol related expenses. Responsible and prudent use of public funds should be considered when requesting reimbursement for alcohol and should be based on sound judgement with moderate consumption and price point. Any on campus event at UTM that includes the

provision of alcohol must follow the UTMA Alcohol Policy which can be found at: <http://www.utm.utoronto.ca/hospitality/conference-events-services/food-beverage-services/booking-alcohol-service-your-event>.

- Please note that individual Faculties or Divisions are free to enact more restrictive rules around the provision and reimbursement of alcohol.

B. The University policy is further referenced in the Guide to Financial Management at

<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#meals>