Effective Date:  11/1/2010
Revised Date:  4/1/2012

Policy Purpose:

This addendum to HOP Policy 6.1.6 – Requirements for Official Functions and Entertainment clarifies the limits on celebratory events and the approval requirements by the Dean’s Office and HSC administration.

Policy:

In anticipation of the financial challenges ahead, the maximum reimbursement level for School of Medicine holiday parties and other celebratory events (e.g. resident graduations) will be $30 per person. The per person limit includes the total cost of the event (meals, set-up fees, table rentals, etc.) divided by the number of guests.

All requests to exceed the $500 limit will be approved by both the Dean, or his designee, and the Vice-President and Chief Financial Officer.