

Provisions for Hosting Expenses in Other Jurisdictions

Municipalities

Jurisdiction	Policy Title	Policy for hosting while travelling
City of Edmonton	Policy C618B, Councillors Budget and Expenses Policy	<p>There is no specific provision for hosting expenses while travelling, and no limit is specified for hosting expenses.</p> <p>Section H of the Accounting Procedures provides that “hospitality expense claims must include original itemized receipts showing items purchased and date and purpose of the meeting. Receipts must identify who was hosted; for example: constituent, City staff, Councillor’s staff, representative of an organization or government office. Names are not required.”</p>
City of Ottawa	Council Expense Policy	<p>Section 3.2 provides for Hospitality as an allowable expense. There is no specific provision for hosting while travelling and no limit specified.</p>
City of Saskatoon	Communications and Constituency Relations Allowance City Councillors’ Travel and Training	<p>There is no provision for hosting or hospitality expenses. However, meeting expenses, including catering, are an allowable expense.</p>
City of Toronto	Members of Council Operations Policy	<p>There is no limit specified for business hospitality expenses.</p> <p>Eligible expenses include: “Members’ expenses for food and beverages, including alcohol, related to business meals or receptions with constituents, business contacts, representatives of other levels of government, international delegations or visitors.”</p>

Jurisdiction	Policy Title	Policy for hosting while travelling
City of Vancouver	Mayor and Councillor Expenses By-law No. 11529 Corporate Policy ADMIN-026 – Travel	There is no provision for hosting expenses while travelling. “Entertainment expenses incurred in a hosting capacity” are permitted only as a local expense.
City of Winnipeg	Councillors’ Ward Allowance Fund Policy	Section 5.16 provides for “Hospitality expenses” as eligible travel expenses. There is no limit provided.

Public Sector

Jurisdiction	Policy Title	Policy for hosting while travelling
University of Calgary	Hospitality and Travel Expenses Policy	There is no specific provision for hosting expenses while travelling, and no limit is specified for hosting expenses.
Alberta Health Services	Travel, Hospitality and Working Session Expenses	There is no specific provision for hosting expenses while travelling. Hosting expenses estimated to be \$600 or more require prior approval.