

 CAPILANO <small>UNIVERSITY</small>	Policy No.	Replaces	Policy
	B. 302	Policy 38	Board
	Policy Name		
EXPENSES – MEETINGS & HOSTINGS/OTHER GATHERINGS OF EMPLOYEES OR COMMUNITY MEMBERS			
Approved by	Responsibility		Category
Board	Board of Governors		General
Date Issued	Date Revised	Revision	Related Policies, Reference
March 28, 1995	June 15, 2010	3	Policies 13, E.207

The University may provide food and refreshment at University initiated meetings and functions when it is deemed appropriate.

The guiding principles at all times shall be ones of moderation and circumspection.

The extent of the food and refreshments will reflect the importance and purpose of the meeting or function and the time of day the meeting or function occurs.

The President's Office will maintain records on the exceptional applications of this policy.