



CHS Practicum/Internship Hospitality Reimbursement Policy

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Approval Authority Department Head	
Implementation Authority Department Head	
Effective Date March 23, 2022	
Last Revision March 14, 2022	

1 Purpose

The Department of Community Health Sciences is committed to providing equitable support for faculty and staff in the Department’s training programs. Practicum and internship placements are a vital component of the training programs and require some faculty to attend offsite visits for student evaluation and community relationship-building. As such, reimbursement of costs incurred for site visits (courtesy refreshments) will be addressed in this policy.

The purpose of this policy is to ensure:

- a) consistency and equity in the management of hospitality expenses as they relate to the practicum and internship components of the CHS’ undergraduate and graduate training programs;
- b) alignment with the approved procedures, by the Associate Vice-President (Finance), for the reimbursement of approved expenses related to refreshments for site-visits and internships.
- c) prudent and judicious use of Department funds; and
- d) compliance with accounting and reporting regulations.

2 Scope

This policy applies to faculty who must visit any non-University campus locations as it relates to practicum or internship placement.

This policy applies to expenses related to:

- a) Meetings or working sessions.

3 Policy Statement

General

1. Departmental (and by extension University) Funds may be used for faculty expenses related to practicum or internship hospitality when the expenses are:
 - a) Directly related to supporting practicum or internship placements, implementation, evaluation, and facilitating relationships with the host venue(s);
 - b) Defined as Allowable Expenses (see related information); and
 - c) Properly documented (i.e. receipts must be retained and provided upon processing reimbursements); and
 - d) Approved by an Authorized Approver.

2. University Funds may be used for expenses associated with practicum or internship business; and related to hosting a meeting or working session. Allowable expenses are not to exceed \$50 per course, per semester.

Allowable expenses include:

- a) Parking expenses incurred from disruptions to regular workday patterns;
 - b) Coffee, tea, non-alcoholic beverages, and/or light refreshments (i.e. pastries, cookies, etc.).
 - c) Parking violations or tickets are the responsibility of the individual and **will not be covered** by this policy.
3. University Funds **may not be used** to purchase alcoholic beverages to be served at Meetings or Working Sessions.

 4. Expenses will be supported **only** by the submission of detailed original receipts.

Policy Review and Revision

5. Policy, including maximum eligible expenses, will be reviewed and revised on an annual basis in alignment with the Department’s fiscal situation, program needs of the practicum and internship courses, and the procedures attached to this policy.

4 Related Information

[Travel Expense Procedure](#)
[Meetings and Working Sessions Expense Procedure](#)

5 History

March 16, 2022	Policy drafted and submitted for review.
March 22, 2022	Revised and approved.