
Entertainment of non-University employees

When planning activities to host or entertain external clients, partners, and other groups, the following should be considered:

- x whether the activity and expenditure are necessary to achieve a business objective
- x if there is an eligible source of funding for the activity and expenditure
- x if the selection of the venue for the activity is consistent with funding and cost reasonability (see below for guidelines on cost reasonability)
- x whether the attendees participating in the activity are directly involved in the business purpose

As per the GTFM, business entertainment of non-university employees should be limited to the cost of meals and beverages furnished in a hotel dining room or restaurant of equivalent quality. If alcohol is provided, moderate consumption and price point is the standard i.e. not exceeding 30% of the total bill and chosen from the less expensive options/offerings.

Where guests are accommodated at UTSC expense, alcohol consumption will be reimbursed only if claimed by the UTSC hosts as outlined in the guidelines. Refer to University of Toronto Alcohol Policy and UTSC Beverage Services for more information on campus alcohol policies. The University will not cover alcohol consumed by non-university employees outside of a UTSC event or meeting in a hotel room. In researching comparable policies concerning business entertainment at UTSC and other Canadian universities, the following standards for moderate consumption and price points have been developed.

	Acceptable maximum Range*	Guidelines on Alcohol Consumption
Breakfast	\$15.00-	