

# MEMO

**DATE:** November 30, 2021

**TO:** Algonquin College Leadership Team

**FROM:** Grant Perry, Chief Financial Officer

**SUBJECT:** Holiday Celebration Expenses – Policy AD12 Travel, Meals and Hospitality

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As the holiday season quickly approaches and many of you are planning important holiday celebration events with your departments, the Finance department has started to receive inquiries about the College's policy on funding internal holiday celebrations.

We would like to remind the College community, that under policy AD12-Travel, Meals and Hospitality, which complies with the Broader Public Sector Procurement Directive of the Ontario Government, the use of College funds to pay for departmental holiday celebrations is not compliant with the policy, and therefore expenses will not be reimbursed or assumed by Algonquin College.

We appreciate your co-operation and wish you all a very happy holiday season.

