



POLICY: Purchase & Reimbursement for Alcohol Purchases		POLICY NUMBER: FI-5
		PREVIOUS/REPLACES: Purchase & Reimbursement for Alcohol Purchases
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: December 5, 2016	PRIOR VERSIONS: August 18, 2015

1. Policy Statement:

The purpose of this policy is to establish when the purchase of alcoholic beverages is a reimbursable expenditure at the Manitoba Institute of Trades and Technology (to be referred to as MITT).

In the normal course of business, alcohol is not considered an allowable expense. MITT funds may not be used to purchase alcoholic beverages at any internal meetings or work sessions under any circumstance.

MITT recognizes that it may be necessary to purchase alcoholic beverages in limited circumstances. Generally, this would involve hospitality, promoting MITT, or meetings with external clients either in Manitoba or while travelling abroad. All such purchases require approval at the minimum of a vice-president level or higher.

2. Scope: All MITT employees

3. Procedure: N/A

4. Administration: Executive Council or the President & CEO is responsible for ensuring this policy is adhered to.

5. Review:

This policy will be reviewed by Executive Council every 5 years.

6. Reference:

Travel Expense Policy & Procedures
Expense Reimbursement Standards