



Hospitality Policy

The Purpose of this policy is to provide a guide for hospitality expenses incurred by employees of An Grianán Theatre.

Objective:

This policy outlines the requirements for employees claiming hospitality expenses. The provisions in this policy provide for the reimbursement of reasonable hospitality expenses when employees are required to conduct business over a meal or when An Grianán Theatre holds a conference or special event or function.

Definitions:

Function: all forms of hospitality sponsored by An Grianán Theatre associated with a reception or special event. This may be a single reception or special event, or, in the case of a conference, may include several receptions or special events over a number of days.

Hospitality: is the conduct of business over a meal or the provision of a function for guests of An Grianán Theatre either outside the premises or within the Theatre area.

Policy:

1. The food and beverage costs for functions should be carried out at the minimal cost consistent with the following:

- the number of persons attending; and
- the circumstances

2. The maximum per person cost limits for any function may only be exceeded in unusual and non-recurring circumstances and must have the prior, written approval of the Director of the Theatre. This includes international hospitality.

3. It may be necessary for an employee, either outside the Theatre area or within the Theatre area, to conduct business over a meal. In these instances, where appropriate, the employee may pay for the guest's bill and claim a reasonable amount, supported by a receipt but not greater than the maximum allowed per person. The rates in this respect are as set out in the table of expenses supplied by Donegal County Council. Hospitality on any other basis is not acceptable for reimbursement.

4. With the approval from the proper delegated authority, an employee may claim reimbursement for hospitality expenses on behalf of other employees of the Theatre when one or more guests are included.

5. Hospitality extended to the spouse of a person officially attending a function must be restricted to situations where the presence of the spouse enhances the conduct of the function. Such attendance must have the prior, written approval of the Theatre Director.

This policy meets the requirements of An Grianán Theatre's chief funding agencies including Letterkenny Town Council, Donegal County Council, Peace III and the Arts Council.

Adopted as agreed on behalf of An Grianán Theatre's Trustees:

Sean Mc Cormack

Chairman

Date

16 January 2012