

# CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

Policy:	Hospitality Expenditures
Reference:	CC-PO-003-2019
Adopted:	June 25, 2019
Revised:	May 30, 2024



## Policy Goal:

It is the policy of Chatham-Kent Lambton Administrative School Services (CLASS)

- To ensure financial integrity, accountability and transparency.
- To ensure the fair and equitable treatment of all employees.
- To establish the parameters and guidelines under which employees will be reimbursed for hospitality expenses incurred while on approved CLASS business.
- To permit reasonable hospitality in order to facilitate CLASS strategic priorities, or as a matter of corporate courtesy.

## Policy Statement:

The member Boards and Chatham-Kent Lambton Administrative School Services (CLASS) recognize an obligation to ensure efficient, high-quality service and reasonable stewardship of public funds.

CLASS will fairly and equitably reimburse employees for necessary and reasonable hospitality expenditures incurred while on approved CLASS business.

## Preamble:

CLASS is a joint venture between the Lambton Kent District School Board and the St Clair Catholic District School Board.

CLASS is equally owned by the Lambton Kent District and the St Clair Catholic District School Boards who mutually benefit in the provision of shared services. CLASS is comprised of various departments including Student Transportation Services, Community Use of Schools, Child Care Services and Energy & Environmental Services.