

PAFSO Policy on Hospitality (August 2019)

GENERAL

- PAFSO'S hospitality policy recognizes the value and importance of establishing connections with individuals and organizations in order to build relationships and advance the organization's priority goals.
- The Executive and the President shall have reasonable budgets for expenses, which include direct hospitality.
- Funds shall normally be used for events such as lunches with union counterparts, government contacts, journalists, academics, foreign service counterparts, business contacts, etc. Occasionally, they may be used to host a member, for example, after the resolution of a particularly difficult grievance, or to facilitate a private discussion.
- Funding for the staff Christmas lunch and other office celebrations can be taken from the President's expenses.
- The costs of Executive Committee and staff attendance at work-related events shall be covered by PAFSO. Participants may also seek reimbursement for other reasonable associated costs, such as parking or child care, with receipts or declarations. The general principle is that participants should not be out of pocket for attending a PAFSO event.
- Staff shall not be paid overtime for optional work-related social events.
- Wherever reasonable, each stream shall be represented at events, even if this means there are more PAFSO representatives than guests.
- Venues should not be lavish but should fall within the parameters of normal business entertaining. In general, costs should not exceed twice the National Joint Council meal rate for each attendee.
- Alcohol is allowed within reason, e.g. a pre-dinner cocktail and wine with meals.
- Expenses from the Global Affairs cafeterias are not normally claimed unless they involve outside guests/visitors.

PROGRAM-RELATED HOSPITALITY

- Hospitality related to larger events or programs, such as collective bargaining or in-reach to members, shall be drawn from the relevant budget so that the true costs of the activities can be monitored. For example, the annual lunch for the PAFSO Awards judges is hosted by the President but covered by the PAFSO Awards budget, and the PAFSO Breakfasts fall under the Professional Committee budget.
- The annual Executive Committee retreat, as well as an in-camera dinner, shall be covered from the Executive Committee's budget, and shall be provided for in the annual allocation.
- From time to time, costs for other Executive Committee meetings taking place out of the office and at meal times may be covered.

DOCUMENTATION

- Hospitality is tracked by the Finance Committee and subject to audit.
- The Executive Director and the President have corporate credit cards and receipts are required.
- Reimbursement of cash or other expenses is also possible with receipts or, in exceptional circumstances, a signed declaration.