

Guidelines for Alcohol Consumption and Reimbursement University of Toronto Scarborough

The University of Toronto Scarborough Guidelines are informed by the University of Toronto's Alcohol Policy (2003)¹ and Guide to Financial Management² and terms and conditions of research awards contained in funding agency guideline publications or the Funded Research Digest (FRd)³ issued by the Office of the Vice-President, Research and Innovation. As an Ontario Broader Public Sector (BPS) organization, UofT is also guided by the BPS expenses directive.⁴

A. Consumption

The University of Toronto considers alcohol issues on campus as a shared responsibility. While the choice to use or not use alcohol is an individual one, the licensed and informal activities associated with alcohol use are an institutional responsibility. The University takes the position that all its members, including students, have an obligation to make legal and responsible decisions concerning their conduct and alcohol use or non-use.⁵

On campus events

On campus events that include the provision of alcohol must follow the University Alcohol Policy. All alcohol served on University premises must be purchased through the UTSC's Beverage Services department. Only servers trained in accordance with the requirements of the Alcohol and Gaming Commission of Ontario (AGCO) and the UTSC alcohol service protocols may serve alcohol. Events where alcoholic beverages are served must also serve non-alcoholic beverages and food. The event must be held in an area licensed by the AGCO or an area that has received a temporary AGCO liquor license registered by the University Beverage Manager. In addition, the area must meet certain physical requirements (sufficient exit capacity, lack of trip hazards, etc.). Controls must be in place to ensure that persons do not consume alcohol who are not legally entitled to (intoxicated persons, or persons under the age of 19).

Guidelines for Consumption

- Standard drink:
 - 12 oz. beer, 5 oz. wine, 1.5 oz. spirits
- Consumption:
 - Lunch (approximately 1 hour duration) – 1 drink per person
 - Dinner (approximately 2 hours duration) – 2 drinks per person
 - Reception (approximately 2 hours duration) – 2 drinks per person

Cost: Should be moderate, for example select from the lower range of the wine-list

¹ See: www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun262003.pdf

² See: <http://www.finance.utoronto.ca/Page112.aspx%5D#Guidelines>

³ See <http://www.research.utoronto.ca/faculty-and-staff/manage-your-research-funding/access-your-research-funds/>

⁴ See <https://www.ontario.ca/page/broader-public-sector-expenses-directive>

⁵ See preamble of the Alcohol Policy (2003)

B. Reimbursement

UTSC permits alcohol as a reimbursable expense only for business entertainment with people who are not employees of the University⁶, and for internal special events involving predominantly University employees.⁷ Responsible and prudent use of public funds should be considered when requesting reimbursement. Sound judgment must be used for decisions on consumption and price, both of which should be moderate and defensible. Food should always be served when alcohol is available. Original receipts for all alcohol related expenses must be provided.

Process

1. One-up authorization should be received, in writing, prior to purchasing or serving alcohol at a special social event.
2. The most senior person in attendance from the hosting unit is to pay and claim the expense
3. For audit purposes, supporting documentation must include the names of all attendees, the purpose and date of the event and the total cost per person
4. Activities that are **not** reimbursable include:
 - Internal UTSC meetings or working sessions, such as lunch meetings or seminars.
 - Alcohol consumed by employees when away, for example at conferences, courses, or professional development sessions.
5. Alcoholic beverages are **not** eligible for reimbursement from some research grants.

⁶ Such as faculty recruitment, external reviews of departments, or receptions after research related events, hospitality/hosting of (industry or institutional) partnership or donor events and activities

⁷ Such as holiday lunches or parties, retirement gatherings, recognition events and/or other special events and receptions