

# Highlights of the Directive on Duty Entertainment

(For complete directive see iO)

Effective: October 26, 2016

**Duty Entertainment:** Events, hospitality and/or travel costs, involving an external guest, where the primary purpose is to generate revenue and develop business for CBC/Radio-Canada.

**Duty Entertainment Event:** includes but is not limited to, hosting customers at a sporting or similar event; the purchase of a table at an event to host customers; or a reception to showcase CBC/Radio-Canada to customers.

## Hospitality

- The limit for reimbursement of hospitality costs is defined in the R&P on Event as follow:

Limits for Hospitality Costs per Person	
Hospitality	Limit for Hospitality with External Guests
Refreshments	0.75X Breakfast per diem <sup>1</sup>
Meals	3.0X relevant meal per diem (Breakfast, Lunch or Dinner) <sup>1</sup>
Receptions	3.0X Breakfast per diem <sup>1</sup>

- Reasonable alcoholic beverages may be an appropriate component of duty entertainment, provided that the cost falls within the hospitality limit for duty entertainment.

- The approval authorities are as follows:

Meal/Event	Approval(s) Required
Meal expenses	Manager (with Delegation of Financial Authority) not participating in the meal
Meal expenses for Vice-Presidents	President and CEO
Meal expenses for President and CEO	Chair of the Board of Directors
Event costing less than \$5,000	Manager (with Delegation of Financial Authority) not participating in the event
Event costing \$5,000 – \$24,999	Component Executive Director / General Manager (or VP)
Events costing \$25,000 - \$49,999	<i>Pre-approval</i> by the Component Vice-President or GM & Chief Revenue Officer, Medias
Event costing \$50,000 and over	<i>Pre-approval</i> by the President and CEO
Any exception to the Directive	Component Vice-President, using the Employee Expenses Reimbursement Exceptions form

## Gifts to Business Partners

In order to develop new business and maintain relationships with existing or potential business partners, it may be appropriate to provide seasonal or other gifts. Branded promotional CBC/Radio-Canada items are the first option considered where providing a gift to a business partner. In certain circumstances, to develop business relationships and commercial operations, other forms of gifts are more appropriate, in which case:

The approval authorities shall be as follows:

Cost of Gift	Approval(s) Required
Gifts under \$100	Manager (with Delegation of Financial Authority)
Gifts \$100 - \$250	Component Executive Director / General Manager (or VP)
Gifts above \$250	Component Vice-President or GM & Chief Revenue Officer, Medias

## Expense Claims

All expense claims must be substantiated by:

- Date of business meal or event;
- Purpose of business meal or event (using Appendix A-TEMS);
- Names of the participants and their department/employer;
- Supporting documentation for the claim, including original vendor receipts;
- Proper coding;
- Approved Travel, Conferences and Events Pre-approval form, where applicable;
- Approved BTA (or BTA number), where applicable (when business travel occurs);
- Approved Employee Expense Reimbursement Exceptions form, where applicable.

### Corporate Credit Cards

Employees who have a corporate credit card must use this card for all individual expenditures, where the card is accepted.

<sup>1</sup> See Rules and Procedures on Business Travel for detailed per diem rates.