

Highlights of the Rules and Procedures on Events

(For complete rules and procedures see iO)

Effective: October 26, 2016

Event: Any formal gathering of CBC/Radio-Canada employees (to which external guests may also participate). Events include: planning meetings, departmental management meetings, staff retreats, staff functions, receptions and meals on or off CBC/Radio-Canada premises. Event costs include hospitality, space rental, travel, and any other costs directly linked to the event.

Programming Event: Event directly related to the production and promotion of television, radio and digital programs; and events related to host broadcasting (e.g., Fall Launch, CBC/Radio-Canada Open House, programming planning meetings or meetings to share best practices for programming; business meetings directly associated with the production of television, radio, and digital programs and/or host broadcasting; or hospitality provided for internal productions, such as craft tables).

- Events must be pre-approved, as follows, using the [Travel, Conferences, and Events Pre-Approval form](#):

Event	Total Cost ¹	Written Pre-approval Required
Non-Programming Events		
<ul style="list-style-type: none"> Business meeting with a business partner or stakeholder Planning meetings, departmental management meetings and staff retreats. Providing meals during employee hardship (such as working long hours due to deadlines) Departmental events held annually to recognize employees' contributions to CBC/Radio-Canada, Long service receptions, and/or retirement parties. Training events where hospitality is provided 	<\$500	Not required. Expenditures must be approved by a manager with delegation of financial authority not participating in the event.
	\$500 - \$4,999	Manager with delegation of financial authority Expenditures must be approved by a manager with delegation of financial authority not participating in the event.
	\$5,000 - \$24,999	Component Executive Director / General Manager (or VP)
	\$25,000 - \$49,999; or Limit per person will be exceeded	Component Vice-President
	>\$50,000	President and CEO
Programming Events	Pre-approval is not required. Expenditures must be approved by a manager with delegation of financial authority	

- With the exception of recognition events and receptions, the Corporation provides hospitality at events in which **only** employees participate, as follows:

Length of Event	Eligible Hospitality
Less than 1.5 hours	None
1.5 to 3 hours	Refreshments (Beverages only ²)
Over 3 hours, extending through a normal meal period (but not an all-day event)	Meal
All-day event (over 6 hours), extending through normal meal period(s)	Meal and refreshments

- Modest hospitality can be provided at events where the purpose is to recognize employees' contributions. Limit to one event per year.
- Refreshments can be provided at events to recognize retirement and at long service.
- Alcoholic beverages are not reimbursed for events involving only employees.
- The following hospitality limits must always be followed:

Limits for Hospitality Costs per Person		
Hospitality	Limit for Internal Hospitality	Limit for Hospitality with External Guests
Refreshments	0.5X Breakfast per diem ³	0.75X Breakfast per diem ³
Meals	2.0X relevant meal per diem (Breakfast, Lunch or Dinner) ³	3.0X relevant meal per diem (Breakfast, Lunch or Dinner) ³
Receptions	2.0X Breakfast per diem ³	3.0X Breakfast per diem ³

Expense Claims

All claims must be substantiated by:

- Date of business meal or event;
- Purpose of business meal or event;
- 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.

¹ Event costs include hospitality, accommodations, transportation, professional services and any other relevant costs.

² Beverages include: brewed coffee, tea, water, juice, etc.

³ See Rules and Procedures on Business Travel for detailed per diem rates.