
 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 1</p>	<p>Administration General Policy</p> <p>Policy Description: Hospitality</p> <p>Policy Number: AG3</p>
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<p><b>Effective Date: September 18, 2019</b></p> <p><b>Signature:</b></p>  <p><b>Review Date: September 2022</b></p>	<p><b>New Policy</b> _____</p> <p><b>Revision: Partial</b> <input checked="" type="checkbox"/> <b>Complete</b> _____</p>
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**Applies To:** RNANT/NU President, his/her delegate, and the Executive Director.

**Purpose:** To provide information on expenses incurred while providing hospitality for guests of the Association.

**Policy:**

- (1) Out-of-pocket expenses incurred while entertaining guests of the RNANT/NU will be covered by Association funds and all monies spent will be assigned to Budget Expenses under the appropriate budget line.
- (2) All receipts for out-of-pocket expenses incurred must be submitted prior to reimbursement.
- (3) The RNANT/NU will not reimburse for the purchase of alcohol.

**Conditions and Exceptions:**

None

**Authority and Accountability:**

This policy is issued under the authority of the RNANT/NU Board of Directors and as governed by the Nursing Profession Act (2003) and the Nunavut Nursing Act (1998). The Board of Directors has the authority to revise this policy as required.

The Executive Director is accountable to the Board of Directors for the implementation of this policy and may delegate any related administrative tasks.

**History:**

This policy replaces Administration General Policy AG3: Hospitality, issued June 2010.