



*A culture of recognition and mutual respect where the MRSA is an equal and valued partner in the MRU community.*

<b>Alcohol Policy</b>		
First Draft:	October 2021	Sponsor: Governance Committee
Current Version:	v.2.01	
Last Amended:	September 30, 2015	Approved by: MRSA Executive Board
Next Review:	March 2024	

### **Purpose**

These guidelines set out the accountability related to expenditures for the purchase of alcohol. This policy:

- Defines the criteria for the purchase of alcohol to ensure transparency, responsibility, consistency and accountability.
- Operationalizes the necessary internal controls and accountability.
- Assists individuals with reimbursement for expenses incurred on MRSA business activities in an effective and efficient manner, and ensures expense claims and expenses are supported with proper documentation.

### **Application**

The Mount Royal Staff Association (MRSA) appreciates the services of the Executive Board, committees, MRSA members and employees of the MRSA, and may host events in recognition of their contributions.

Further, those attending external meetings/conferences in the performance of their duties to the MRSA, may incur meal expenses which may include the consumption of alcohol.

Where alcohol may be provided/purchased on these occasions, consumption of alcohol will be limited to prior to or during a luncheon, dinner or reception, where food and refreshments are provided/served.



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The MRSA will approve the purchase of two (2) standard drinks per person, per day as the maximum for allowance or reimbursement.

Provision or payment of alcoholic beverages is intended to be on an incidental or infrequent basis. The MRSA recommends all individuals who consume alcohol do so responsibly and consider appropriate transportation.

**Use of MRSA Credit Cards for the Purchase of Alcohol**

MRSA authorized credit cards may be used for the purchase of meals, alcohol and associated costs such as goods and services, related to the authorized expenses outlined in this and other related policies.

Where such activities include the provision of alcohol, those charges must be clearly distinguishable from or within the balance of the bill being charged via receipts.

**Related documentation**

Spending Policy

Travel and Expense Policy

Expense Claim Form

<b>Version Number</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Description</b>
2.01	November 16, 2022	Executive Board	Creation of Alcohol Policy (formerly, <i>Alcohol Hosting Policy</i> )