

 BRANDON UNIVERSITY	Research Hospitality Policy		
Administrative Policy	Policy Sponsor:	Vice-President (Research & Graduate Studies)	First Approved: <i>May 11, 2026</i>
	Primary Contact:	Research Compliance & Policy Officer	Last Updated: <i>May 11, 2026</i>
	Approved by	Vice-President (Research & Graduate Studies)	Effective Date: <i>June 1, 2026</i> Review Scheduled: <i>June 1, 2029</i>

1. PURPOSE

Brandon University establishes this policy to govern hospitality expenditures charged to research accounts under the Research Financial Administration Framework.

This policy ensures that hospitality expenditures are authorized, reasonable, and directly connected to funded research activities.

2. SCOPE

This policy applies to hospitality expenditures charged to research accounts administered by Brandon University.

Hospitality refers to food, beverages, and related costs provided in support of research activities.

3. DEFINITIONS

Hospitality: means food, beverages, refreshments, catering, or related expenditures provided in support of approved research activities

Grant Holder: means an individual authorized by Brandon University to hold and administer research funding

Research Activities: means activities directly related to the design, conduct, administration, dissemination, mobilization, or oversight of research

University: means Brandon University

4. POLICY

a) General Requirements

All hospitality expenditures must:

- Directly support research objectives;
- Represent reasonable and moderate use of research funds;
- Comply with applicable funding agency requirements; and
- Comply with Brandon University Travel and Business Expense Policy and Procedures, Administrative Policies and Procedures – Finance, and Approval and Signing Authorizations (By-Law #8).

Hospitality must not provide personal benefit.

b) Eligible Hospitality

Eligible hospitality expenditures may include:

- Modest meals or refreshments provided during research meetings;
- Hospitality provided during research workshops or knowledge mobilization events; and
- Hospitality provided to research participants, collaborators, or visiting scholars where directly connected to research activities.

Hospitality expenditures must be reasonable in relation to the purpose of the event and the number of attendees.

c) Ineligible Hospitality

Hospitality expenditures are not eligible where they:

- Support purely social or personal events;
- Represent excessive or luxury expenditures;
- Lack a clear research purpose; or
- Support routine hospitality for the Brandon University research team, including student research assistants or personnel involved in day-to-day research activities.

d) Alcohol

Alcohol expenditures are not eligible unless explicitly permitted under applicable funding agency requirements and consistent with Brandon University Travel and Business Expense Policy and Procedures and applicable financial administration requirements.

Where permitted, written justification must be documented and approved in advance by an authorized signing authority.

e) Documentation Requirements

Brandon University requires that hospitality expenditures be supported by appropriate documentation demonstrating the research purpose, date and location of the event, itemized receipts, list of attendees (or description of participant group, where appropriate), and appropriate authorization.

Incomplete documentation may result in denial of reimbursement.

f) Financial Authorization and Controls

All expenditures must be approved by an authorized signing authority in accordance with Brandon University Approval and Signing Authorizations (By-Law #8).

No individual may approve their own expenditure.

g) Review and Oversight

Transactions governed by this policy are subject to review and oversight under the Research Financial Administration Framework.

Expenditures may be reviewed as part of institutional oversight activities.

h) Conflict of Interest

Individuals involved in the authorization, administration, or review of expenditures must comply with the Brandon University Conflict of Interest Policy (Board By-Law #10). Any actual or perceived conflict must be disclosed and managed in accordance with that policy.

i) Responsibilities

Grant holders are responsible for ensuring that hospitality expenditures comply with this policy and are directly connected to funded research activities.

The Office of the Vice-President (Research & Graduate Studies) coordinates interpretation of this policy to support consistent institutional application.

The Research Compliance & Policy Officer serves as the primary institutional contact for guidance on policy interpretation and supports consistent application across the institution.

The Office of the Vice-President (Research & Graduate Studies) holds final authority over the interpretation and application of this policy.

5. POLICY AUTHORITY

- **Policy Sponsor:** Vice-President (Research & Graduate Studies)
- **Primary Contact:** Research Compliance & Policy Officer
- **Approval Authority:** Vice-President (Research & Graduate Studies)

6. RELEVANT LEGISLATION

none

7. RELATED POLICY DOCUMENTS

- Brandon University Research Financial Administration Framework
- Tri-Agency Guide on Financial Administration (TAGFA)
- Brandon University Travel and Business Expense Policy and Procedures
- Brandon University Administrative Policies and Procedures – Finance
- Brandon University Conflict of Interest Policy (By-Law #10)
- Brandon University Approval and Signing Authorizations (By-Law #8)
- Brandon University Purchasing and Accounts Payable Manual (where applicable)