



12. HOSTING POLICY

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| APPROVAL/AUTHORITY Board of Governors | LATEST REVISION February 26, 2009 |
| Original signed by Board Chair | |

INTENT

In order to facilitate its business operations, the Alberta College of Art +Design (ACAD) hosts events for individuals and groups.

SCOPE

This policy applies to the expenditure of ACAD funds for hosting activities.

POLICY

1. All hosting expenses must be reasonable, justified and linked to program or service delivery.
2. Authorization for hosting expenses shall be restricted to the President + CEO, and senior administration as designated by the President + CEO.
3. The President + CEO shall establish procedures for the reimbursement of hosting expenses.