



UTM Policy on Alcohol Expense

ACADEMIC DEPARTMENTS:

The University permits Alcohol as a reimbursable expense for business entertainment with individuals who are not employees of the University and for internal special events (holiday lunches or parties, retirement gatherings and/or other special events) involving only university employees.

*You will need to provide original receipts for all alcohol related expenses. Responsible and prudent use of public funds should be considered when requesting reimbursement for alcohol and should be based on sound judgement with moderate consumption and price point. **(BPS Directive)***

Moderate Consumption of Alcohol:

- two drinks per person

Moderate Price Point for Alcohol:

- \$16 per beverage
- \$90 dollars per bottle of wine

***Please Note:** a bottle of wine can be shared between 3 people*

ADMINISTRATIVE DEPARTMENTS and including (Office of Communications, Student Services and VP Research):

Administrative departments are further restricted as follows:

- Alcohol consumption are restricted to Retirement and Christmas Parties **ONLY**

University Policy prohibits gifts of alcohol.

Links:

1. See <http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#meals>
2. UofT Alcohol policy and Regulations: <https://food-beverage.utoronto.ca/our-policies/>