

Part: **Financial Management and Administration**  
 Section: **Treasury Board's General Management Policies**  
 Subsection: **Travel and Business Expenses**  
 Policy: **Banquet Expenses**

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## Banquet Expenses

### Objectives

*The objectives are to specify the requirements for hosting banquets to meet protocol and other program objectives and to specify rates.*

### Authority

*The Financial Administration Act, 1993, clause 5(a), subsection 10(2)*

### Applicability

This policy applies to ministries.

### Treasury Board Policy

#### Official Government Functions

.01 For an official government function, where the Province or Cabinet is hosting a banquet or a reception for an outside organization, a visiting dignitary or for some other official function, the guideline is whatever is considered appropriate for each function.

#### Delegation from Outside Canada

.02 For a delegation from outside Canada, where the Government is hosting a banquet and/or reception for visiting dignitaries, the guideline is whatever is considered appropriate for each function.

#### Federal-provincial and Inter-provincial Banquets

.03 For federal-provincial and inter-provincial banquets, the guidelines are as follows:

- wine may be served with the meal;
- one reception with alcohol is allowed; and
- maximum \$47/person when wine is served, and \$40/person when wine is not served.

#### Miscellaneous Banquets

.04 For miscellaneous banquets, the guidelines are as follows:

- a ministry hosts a banquet:
  - for an outside organization;
  - to announce new programs;
  - at a public meeting;
  - to honour a retiring employee;
  - at a meeting of a provincial board or commission; or
  - with permanent head approval, for any function that does not fall into any of the other categories;
- wine may be served with the meal;

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- one reception with alcohol is allowed; and maximum \$42/person when wine is served, and \$35/person when wine is not served.
- where a banquet is held at a ministry-hosted employee conference under [Section 4420.05](#), no alcohol is to be provided for.

<b>Taxes and Gratuities</b>	.05	Banquet rates are before taxes and gratuities.
<b>No Banquets at Press Conferences</b>	.06	Banquets or receptions at the Government's expense are not allowed at press conferences.
<b>Approvals</b>	.07	<p>Functions that exceed the guidelines require the following approval:</p> <ul style="list-style-type: none"> <li>• for ministers' federal-provincial or ministers' inter-provincial conferences, approval of the Deputy Minister to the Premier;</li> <li>• for all other federal-provincial or inter-provincial conferences and miscellaneous banquets, approval of the minister.</li> </ul>
<b>Provincial Comptroller Directives</b>	.08	A <a href="#">Standard Payment Form (Purpose – Banquet Policy Expense Claim)</a> is required to initiate payment or reimbursement under this policy.
	.09	Retirement banquets are to be approved in accordance with <a href="#">Section 4320 Retirement Expenses</a> .
	.10	<p>Functions that exceed the guidelines require approval of the minister as follows:</p> <ul style="list-style-type: none"> <li>• The permanent head directs the request to the minister.</li> <li>• Requests should be forwarded well in advance of the function.</li> <li>• Approval is required even if the function is specifically identified in the budget.</li> </ul>
	.11	In incurring banquet expenses, compliance is required with <a href="#">PS 805 Substance Use and the Workplace</a> of the Public Service Commission Human Resource Manual.

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**References**

[3101 GRF Payment Responsibilities](#)

[4320 Retirement Expenses](#)

[4405 Employee Travel](#)

[4420 Business Expenses for Ministry Officials](#)

[4430 Ministers' Travel and Business Expenses](#)

[Saskatchewan Public Service Commission Human Resource Manual, PS 805 Substance Use and the Workplace](#)