

Re: Alcohol policy  
Department of Surgery  
University of Toronto

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This document outlines the eligibility for alcohol expense reimbursement within the Department of Surgery. The Department recognizes moderate alcohol consumption is part of conventional hospitality practices; however, as a public funded educational institution the reimbursement of alcohol will be restricted as per the following guidelines.

### Reimbursement Eligibility:

Alcohol expenses will **NOT** be reimbursed for regular staff meetings, travel meals while attending conferences and meetings between University employees.

Alcohol expenses for the following are eligible for reimbursement:

- Celebrations and/or special events
- Special purpose business meetings
- The entertainment of guests, in a restaurant or in one's home.

Reimbursement for alcoholic beverages will be based on a maximum of 1 drink per person. A minimum of 3 attendees must be present. Whenever possible drink ticket should be used.

The chart below outlines quantity and pricing guidelines. (Please note that for expense reimbursement with an excess of these guidelines, the additional amount will NOT be reimbursed).

Beverage & Quantity	Price Point
750ml bottle of wine = 4 drinks (12% alcohol)	\$60.00 for 1 bottle of wine*
12 oz/355ml bottle of beer = 1 drink (5% alcohol)	\$15.00 for 1 drink*
5 oz/142ml of wine = 1 drink (12% alcohol)	\$15.00 for 1 drink*
3 oz/85ml of fortified wine = 1 drink (16-18% alcohol)	\$15.00 for 1 drink*
1.5 oz/43ml ounces of liquor = 1 drink (40% alcohol)	\$15.00 for 1 drink*

*\*the prices above are net of taxes and gratuity.*

If you have any questions or require further clarifications, please contact Nancy Condo ([nancy.calabrese@utoronto.ca](mailto:nancy.calabrese@utoronto.ca)) or Kristin Parsonson ([kristin.parsonson@utoronto.ca](mailto:kristin.parsonson@utoronto.ca))