




MEMORANDUM, DCD #15 2023-24

To: Chairs and Academic Unit Heads, University of Toronto Scarborough
Cc: Chairs' Assistants and Departmental Business Officers
From: Professor William A. Gough, Vice-Principal Academic & Dean 
Date: 8 March 2023
Re: **U of T Scarborough Guidelines for Alcohol Consumption and Reimbursement, and Business Entertainment**
Note: For distribution broadly

Refer to the U of T Scarborough Guidelines before approving any alcohol purchase and/or business entertainment. Refer to these guidelines when defining reasonable expenditure of University resources for business purposes in particular, moderate consumption and price point, and limitations for the purchase of alcoholic beverages for business purposes.

U of T Scarborough Guidelines for Alcohol Consumption and Reimbursement:
[UTSCGuidelines_AlcoholConsumption_Reimbursement_Rev11Oct2017.pdf \(utoronto.ca\)](#)

U of T Scarborough Guidelines for Business Entertainment
[UTSC Guidelines for Business Entertainment Nov2022 v2.pdf \(utoronto.ca\)](#)

Pre-approval requests for alcohol consumption due to business purpose require an [Alcohol Pre-Approval Form](#) to be completed and sent to my Office - include time period, business purpose, host name, and list of attendees. If the host is not you, ensure that the host is aware of the alcohol policy.

Should you have any questions, please contact myself or [Zahra Bhanji](#), Assistant Dean, Office of the Vice-Principal Academic & Dean.