



# MOUNT SINAI HEALTH SYSTEM POLICY & PROCEDURE

Mount Sinai Beth Israel  
 Mount Sinai Brooklyn  
 Mount Sinai Hospital  
 Mount Sinai Morningside  
 Mount Sinai Queens  
 Mount Sinai West  
 New York Eye & Ear Infirmary

<b>POLICY TITLE:</b>	<b>Holiday Event Policy</b>		
<b>POLICY NUMBER:</b>	ACS-A.2021c	<b>POLICY OWNER:</b>	Finance
<b>EFFECTIVE DATE:</b>	04/01/2021	<b>LAST REVIEWED DATE:</b>	

Holiday Event expenses are only allowed once each year and according to the following guidelines:

A. Economy & cost effectiveness should be considered in all Holiday Event preparations being charged to Mount Sinai<sup>1</sup>:

- Choose cost effective menu items.
- Limit alcoholic beverages (consider limiting the options to beer and wine and one or two signature drinks).
- No live music
- Consider co-hosting the Holiday Event with other Departments.
- Explore the venue options and ask the venue what they can do to reduce the costs.
- No door prizes or gifts allowed

B. Funding options for Holiday Events:

- Generally, Holiday Event expenses should be funded with contributions from faculty, employees and staff.
- Operating budgets are not an authorized source for any Holiday Event expenditures without exception.
- Gift and other unrestricted accounts may be allowed to fund the Holiday Event to the extent the following conditions are met:
  - a) There are no donor restrictions on the use of funds for this purpose;
  - b) Advance approvals are obtained as follows:
    - (1) If it is a School party approval is obtained from the Office of the Dean and operating funds may not be used.

<sup>1</sup> Mount Sinai as used in this policy includes: The Icahn School of Medicine at Mount Sinai; The Mount Sinai Hospital; Mount Sinai Morningside; Mount Sinai West; Mount Sinai Queens; Mount Sinai Brooklyn; Mount Sinai Beth Israel; New York Eye and Ear Infirmary at Mount Sinai; and the Mount Sinai Network.



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- (2) If it is a Hospitals Group party approval is obtained from the appropriate Hospital President
- (3) If it is a physician group party, approval is obtained from the appropriate Senior Vice President or Executive Vice President
- (4) If it is a corporate services party, approval is obtained from the CFO or the EVP for Administration.

### C. Gifts Certificates and gift cards:

- Awarding gift certificates or cards is not allowed. This includes specialty gift cards such as Uber Eats and Door Dash. Among other reasons, the IRS rules would require that the value of a gift certificate or card be included in the recipient's income as taxable wages.

### D. Holiday Event Expenditures:

- The Holiday Event should be planned well in advance and follow Mount Sinai's Purchasing Policies and Procedures.
- Holiday Events funded by faculty and staff contributions that are deposited to an institutional account will require documentation (such as the deposit receipt from the Office of the Cashier) for approval.

### E. Approvals:

- For School Holiday Event Policy approvals, please contact Shema Patel.
- For Hospital Group Holiday Event Policy approvals, please contact the Campus President.
- For Corporate Group Holiday Event Policy approvals, please contact the Chief Financial Officer.