



HOSPITALITY EXPENDITURE POLICY

1. General College expenditure on hospitality and catering must be approved by the Honorary Treasurer, if this is not possible then by the President, in accordance with these policy guidelines. Chapter expenditure on hospitality and catering must be approved by the Chapter Treasurer, if this is not possible then by the Chapter President, in accordance with these policy guidelines. Wherever practicable, approval should be obtained prior to the incurrence of the expenditure.
2. The expenditure must be for official purposes, must not be excessive, and should be able to withstand public scrutiny. All hospitality expenditure must be incurred for a specific outcome that can be demonstrated to be of benefit to the College. These outcomes should be documented at the time of approval.
3. Appropriate documentation to substantiate expenditure for hospitality must be maintained.
4. While it is recognised that the cost of hospitality varies appreciably depending upon the venue and the nature of the function, there is an obligation to ensure that expenditure is not excessive. Expenditure associated with formal dining (i.e. "sit-down" meal) situations can be approved up to \$125 per head (GST inclusive). Expenses in excess of this limit may be approved by the Honorary Treasurer (or the President where the Honorary Treasurer is seeking approval).

For events involving finger food and drinks, the expenditure per head at these functions should be no more than \$25 per head (GST inclusive). Expenses in excess of this limit may be approved by the Honorary Treasurer (or the President where the Honorary Treasurer is seeking approval).
5. Expenditure associated with alcohol consumption will only be approved in formal dining (i.e. "sit-down" meal) or formal finger-food-and-beverage situations which take place in evenings.
6. Expenses associated with hospitality include expenditure required for official visitors (where the College has an interest in, or a specific obligation towards, facilitating the visit).
7. The College will not fund entertainment for attendance of staff or officers' partners, unless approved by the President.

8. The costs of morning and afternoon teas and working lunches of a moderate nature and consisting of finger food only (eg sandwiches) are not classed as official hospitality and are not subject to the procedural requirements of this policy. The College's definition of hospitality and official functions is based on the definition of Entertainment Expenditure contained in the Income Tax Assessment Act 1997 (s.32-10) and related guidelines.
9. The College will not meet the costs of tipping, unless dictated by national custom.
10. Meal limits will be adjusted each financial year by the last 12 months' CPI for Australia.