



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

Entertainment Policy

**(re Externally Provided
Hospitality/Entertainment)**



Contents

1.1	Introduction	2
1.2	Allowable Expenditure.....	2
1.3	Guest to Staff Ratio.....	2
1.4	Spouse / Partner	2
1.5	Reasonable Costs for Entertaining	2
1.6	Reimbursement of Expenses	3
1.7	Expense Claim Forms.....	3
1.8	Time Limit for Reimbursement	3



1.1 Introduction

The general principle regarding the reimbursement of entertainment expenditure is that staff members will be reimbursed for reasonable entertaining costs for themselves and guests. For reasons of economy and where reasonably possible, entertaining of staff and guests should take place within College premises using the College Hospitality Services to provide both facilities and refreshments. See Policy (still being updated) regarding to internally provided hospitality.

However there may be circumstances where it is appropriate for the entertainment of guests to take place outside of the College.

The following guidance applies to externally provided hospitality only.

1.2 Allowable Expenditure

All of the following three conditions must be met for expenditure to qualify for reimbursement:

- The guest must be present for a professional purpose; and
- The presence of the guest must be considered beneficial to the College; and
- Prior written approval must be obtained from the Principal or the appropriate member of the Corporate Planning Team.

It should be further noted that expenses for entertaining will only be reimbursed for staff who have a valid reason for being present.

1.3 Guest to Staff Ratio

There should be no more than two members of University College staff present to each non-staff guest attending any hospitality event.

On such occasions where there are more than two members of University College staff present to each non-staff guest, the claimant must obtain prior approval from the Principal for this change in ratio and this must be attached to the claim form. Reimbursement will only be made if this approval has been obtained.

1.4 Spouse / Partner

Hospitality expenditure incurred in relation to the accompanying spouse / partner of the claimant will only be reimbursed in exceptional circumstances. The claimant must obtain prior approval from the Principal. Approval will only be granted if the Principal is satisfied that the expenditure was incurred wholly exclusively and necessarily in the performance of the duties of the claimant's employment.

1.5 Reasonable Costs for Entertaining

The following costs are considered to be reasonable for entertaining:

Lunch – £15 per head

Dinner – £25 per head

These costs include wine and gratuities.

If a claimant wishes to seek reimbursement for any amount which is higher than the maximum amount allowed per head, the claimant must attach a written explanation which outlines the



reason for the excess. In this case, the claim form must be authorised by the Principal or the appropriate member of the Corporate Planning Team.

Where authorisation is not given by the Principal or the appropriate member of the Corporate Planning Team or where a written explanation is not provided by the claimant, the reimbursement will be made up to the maximum amount as stipulated above.

1.6 Reimbursement of Expenses

It is stressed that no reimbursement of entertaining expenses will be made unless the above guidelines are followed. In addition, it should be noted that under no circumstances will the College contribute to the cost of entertaining when only members of staff are involved.

1.7 Expense Claim Forms

The following information should be provided on/with expense claim forms which include externally provided entertaining expenditure:

- (a) names of all attendees;
- (b) the organisation they represent; and
- (c) the purpose of the entertainment (e.g. negotiation of contract).

All receipts in respect of the expense claim must be submitted with the claim form. All expense claims in respect of entertainment costs must be approved by the Principal or the appropriate member of the Corporate Planning Team.

1.8 Time Limit for Reimbursement

The University College and its staff have a mutual interest in expense claims being submitted, approved and paid promptly. Hospitality claims should be submitted to the relevant Line Manager no later than one month following the related hospitality event. Reimbursement may not be made for claims received after the expiry of the time limit unless a satisfactory explanation is provided.

Payment will normally be made by the Finance Department within 30 days of receipt of the appropriately approved and documented claim.

Dr Anne Heaslett

Principal

Date

Review Date: February 2011

For distribution to: All Staff