Hospitality Provided by the University Policy

**Approving authority**  
Finance, Resources and Risk Committee

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**Description**  
The University recognises that the provision of hospitality by the University can result in significant benefits to the institution. This policy sets out the circumstances under which hospitality expenditure may be incurred and guidelines which should be followed.

**Related documents**

- Gifts and Benefits Policy
- Code of Conduct
- Fringe Benefits Tax (FBT) Guidelines

1. DEFINITION

Hospitality means the provision of meals, refreshments and other forms of entertainment for visitors or staff at functions which further the objectives of the University and form part of its operations.

2. POLICY

All hospitality expenditure must be incurred for a specific outcome that can be demonstrated to be of benefit to the University. These outcomes should be documented at the time of approval.

The officer approving expenditure must be satisfied that the expenditure incurred, or to be incurred, is in relation to official duties, is reasonable, and is publicly defensible.

Functions celebrating staff achievements, reward and recognition and other in-house social events should not be excessive in scope, frequency or expenditure.

Appropriate documentation to substantiate expenditure for hospitality (and for Fringe Benefits Tax/GST purposes) must be maintained.

Wherever practicable, approval should be obtained prior to the incurrence of the expenditure.

All expenditure must be made in accordance with Griffith University Financial Delegations.

3. FRINGE BENEFITS TAX

Fringe Benefits Tax is imposed on certain hospitality expenditure at the rate specified in the Act. The tax is applied to the portion of hospitality expenditure that relates to University staff or associates and can have the effect of doubling the cost to the element. Appropriate records of attendees and
supporting documentation of expenditure must be retained to ensure applicable FBT is recorded as part of the hospitality expenditure in the finance system and remitted to the ATO as part of the University FBT return.

4. POLICY GUIDELINES

Heads of Departments/Elements may approve hospitality expenditure up to a maximum of $120 per head and to a maximum of $1,560 for any official function involving formal dining. Higher expenditure levels require approval from the relevant member of Executive Group. This threshold excludes any GST or FBT component that may be applicable.

Members of Executive Group will exercise judgement about their expenditure on hospitality bearing in mind that they are often required to host functions for international guests and/or senior figures from government, business and industry.

Staff attending functions should be limited to those with a direct involvement in the business being conducted.

The number of staff attending functions should generally be no more than the number of external representatives.

Care should be exercised when including officer’s partners at functions to ensure that the need for all expenditure on hospitality to be reasonable and publicly defensible be met.

For staff-only events expenditure should generally be limited to $40 per head. This threshold excludes any GST or FBT component that may be applicable.

The cost of morning and afternoon teas and working lunches consisting of finger food only are not considered to be hospitality.

Refreshments (tea, coffee etc.) purchased from outlets on campus for consumption during informal meetings between colleagues are considered a private expense.