

**Guide to Expenditure of University Funds for Visitor, Student, Staff Hospitality and Events: Sent to HoS, DoPS, PVCs on 23<sup>rd</sup> November 2022**

Dear colleagues,

We often receive queries from staff who want to ensure that they are following the correct policy when using University funds for visitor, student and staff hospitality events.

All guidance can be found in our Procurement and Purchasing Policy, however we thought it might be easier to gather all relevant information from the policy and present this in a handy tabular format – especially at this time of year when many Schools and Divisions are considering staff and students events.

I hope the attached guide is helpful for you and your staff. You'll see that we've added some more guidance around alcoholic drinks, as we have received a number of enquiries about this in the past, and also staff training and development events. Dependent on feedback received, we may look into presenting more of our Procurement and Purchasing Policy this way.

As a reminder, you can still view our [full list of what is and isn't an acceptable use of University funds](#) on our website. This has recently been updated to include revised guidance around care costs, contributions to political parties and charitable donations.

As always, if you or your staff have any finance-related queries (including on any of the above) the [Finance Service Desk](#) are on hand to help, or you may contact your Finance Business Partner, Sian Thomas or Ian Mckee for advice in this area.

Best regards,

Allan Spencer, Director of Finance