

Guide to expenditure of University funds for visitor, student and staff hospitality and events

Other occasional hospitality and events not listed here must be organised in accordance with the principles set out below. The prior authorisation of the Director of Finance is required in this situation **before** any expenditure is committed.

The general principles which apply to all visitor, staff and student hospitality and events are:

- There must be a valid business purpose for all expenditure which is only acceptable when wholly, exclusively and necessarily incurred in order to perform University business or further University objectives.
- Expenditure must always be proportionate to the importance of the event or hospitality in meeting business needs or furthering objectives. The financial limits below are the maximum allowed, not a suggested budget. Where no limit is indicated it is particularly important to consider the importance of the expenditure. When in doubt the organiser should consider how they would justify the expenditure to a student or other stakeholder, or in responding to a Freedom of Information request.
- The organiser is responsible for ensuring the expenditure represents Value for Money for the University and that appropriate advance authorisation is obtained where required.
- Where appropriate, University campus facilities and catering should always be used.
- Alcohol is only permitted in the circumstances specified below. It is limited to a modest provision of 1-2 alcoholic drinks per person depending on the length and timing of the event.
- An attendee or beneficiary should not authorise the expenditure relating to the event or hospitality unless they have advance approval from the Director of Finance.
- The [University Anti Bribery policy](#) requires that in giving hospitality there must be no explicit or implicit attempt to influence third parties in relations with the University. In some circumstances third party hospitality will require authorisation and recording as set out in the policy. Please contact the office of the [General Counsel, Governance and Compliance](#) for more information about this.

	Type of expenditure	What's an acceptable use of University funds	What's not an acceptable use of University funds	Financial limits	Other guidance and requirements
1.	Corporate and public events (e.g. inaugural professorial lectures including external guests, events for alumni and University supporters)	<ul style="list-style-type: none"> • Event with a valid business purpose • Modest provision of alcohol 		<ul style="list-style-type: none"> • The maximum budget should be proportionate to its purpose and represent good Value for Money to the University 	<ul style="list-style-type: none"> • General principles apply
2.	Visitor hospitality (entertaining staff and their guests, e.g. client, sponsor or partner on a collaborative project or meals with e.g. external examiners or speakers in which knowledge is shared)	<ul style="list-style-type: none"> • Entertainment with a valid business purpose • Modest provision of alcohol 	<ul style="list-style-type: none"> • Entertainment being used to reward staff or external guests • Spouses and partners attending an event, except in exceptional circumstances approved in advance by the Director of Finance 	<ul style="list-style-type: none"> • Lunch: £30 maximum total cost per person, including drinks and VAT • Dinner: £50 maximum total cost per person, including drinks and VAT 	<ul style="list-style-type: none"> • General principles apply • Staff to guest ratio should not exceed 2:1, or exceptionally a maximum of 3:1, on the University campus. Advance approval by the Director of Finance is required outside of these ratios.
3.	University-wide staff or student events	<ul style="list-style-type: none"> • Hospitality and associated costs for University-wide events which have a clear business purpose and which are open to all University staff and/or students • Modest provision of alcohol where appropriate to the timing and purpose of event 	<ul style="list-style-type: none"> • Subsidising the cost of staff and student parties, including Christmas parties, outside of stated criteria 	<ul style="list-style-type: none"> • The maximum budget should be proportionate to its purpose and represent good Value for Money 	<ul style="list-style-type: none"> • General principles apply • The Director of Finance must give approval for the event in advance
4.	Large school based student events (e.g. welcome and leaving events)	<ul style="list-style-type: none"> • An event which is affordable within the School's overall budget where the number of students present is likely to be well in excess of the number of staff • Modest provision of alcohol 		<ul style="list-style-type: none"> • The maximum allowed expenditure is £10 per student 	<ul style="list-style-type: none"> • General principles apply
5.	Staff leaving events (for a member of staff who is retiring or leaving after highly valued service)	<ul style="list-style-type: none"> • Cost proportionate to the length of service and role • Event open to all staff within the departing employee's organisational or business unit • Modest provision of alcohol 	<ul style="list-style-type: none"> • Expenditure on an event which is not open to all relevant staff • Flowers, cards and gifts to members of staff unless within a formally approved and recognised University wide reward scheme, e.g. the long service awards scheme 	<ul style="list-style-type: none"> • The maximum allowed expenditure is £15 per head 	<ul style="list-style-type: none"> • General principles apply

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6.	Staff 'awaydays' and training and development events	<ul style="list-style-type: none"> • Events which have a clear business purpose • Attendance by all members of the relevant organisational or business unit is required • Modest provision of alcohol with evening meals only 	<ul style="list-style-type: none"> • Optional events • Parties and celebrations • Alcohol during the course of the day 	<ul style="list-style-type: none"> • Maximum total event cost of £50 per head 	<ul style="list-style-type: none"> • General principles apply
7.	Staff working lunch	<ul style="list-style-type: none"> • Staff lunches at the normal place of work where staff have to keep a service open at lunchtime, or where lunchtime is the only time available to hold the meeting 	<ul style="list-style-type: none"> • Lunch as a 'reward' • Alcohol 	<ul style="list-style-type: none"> • Standard lunchtime meal, e.g. a sandwich or similar, with a drink 	<ul style="list-style-type: none"> • General principles apply
8.	Working lunch with staff and students (E.g. Student focus group)	<ul style="list-style-type: none"> • Lunch costs for events which have a clear business purpose 	<ul style="list-style-type: none"> • Alcohol 	<ul style="list-style-type: none"> • A standard lunchtime meal, e.g. a sandwich or similar, with a drink 	<ul style="list-style-type: none"> • General principles apply
9.	Provision of refreshments at meetings and during the working day	<ul style="list-style-type: none"> • Refreshments for staff meetings scheduled for 90 minutes or more, with an agenda and formal minutes 	<ul style="list-style-type: none"> • Refreshments outside of qualifying meetings, e.g. in staff kitchens or as a general 'reward' 	<ul style="list-style-type: none"> • A modest amount per head to cover tea, coffee, biscuits 	<ul style="list-style-type: none"> • General principles apply