



SENSITIVE EXPENDITURE FORM

Event Approval Form

Department incurring expense:

Account Code:

Purpose of the event:

Number of people attending the event:

Proposed location:

Proposed date:

Estimated cost per person:

Estimated total amount:

Description of proposed food and beverages:

APPROVALS

HOD/Manager

Date:

Dean

Date:

PVC/Director

Date:

VC (If required under the one-up principle)

Date:

Guidance notes

Events include, but are not limited to, farewells and retirements, staff recognition, team building, retreats, Christmas functions and recruitment dinners.

The first option for holding events should be using on campus facilities. If the function must be held off-campus due to unavailability of a suitable on campus venue, then the choice of venue must be appropriate and moderately priced.

If the event includes alcohol and students are invited, the event needs to be registered with the Proctor's Office.

As a guide meals should not exceed \$65 per head for dinner and \$45 per head for lunch. These amounts include beverages.

Alcohol sufficient to provide one drink per participant is acceptable. The alcohol provided should be mid-range and must not include spirits.

The University would not normally pay for a staff member's partner's meal and alcohol unless the presence of a partner is of benefit to the University, such as for cultural reasons.

FAREWELLS AND RETIREMENT FUNCTIONS

The time of day, size, scale and nature of the function should be commensurate with the staff member's length of service and role. It is not expected that formal farewell functions paid by the University will be held for staff with less than five years of service.

STAFF RECOGNITION, TEAM BUILDING, RETREATS, STUDENT EVENTS AND CHRISTMAS FUNCTIONS

Low value events, such as morning teas, afternoon teas, and staff/student events can be approved by a Head of Department or Service Division provided they aren't frequent and they follow the principles set out in the Sensitive Expenditure Policy. This applies even when the Head of Department or Service Division are also in attendance at the event.

RECRUITMENT DINNERS

Staff attendance should normally be limited to four with any exceptions to be prior approved by the relevant Pro-Vice-Chancellor.