

## Examples of hospitality at UQ and approval requirements

**Important:** The below are example scenarios of hospitality for the purpose of explaining the categorisation and approval requirements at the University.

These examples are not to be taken as encouragement or indicative of appropriate spending on hospitality.

The principles of the Hospitality Procedure must be adhered to when proposing hospitality expenditure at the University.

	Hospitality	Category	Approval requirement
1	A Head of School takes a guest speaker out to lunch following a public lecture. The meals and drinks cost \$150 in total (excluding GST and FBT).	Corporate Hospitality – small corporate event.	Financial delegate [Less than \$150 per person per meal]
2	A School hosts a free BBQ to welcome new students to Semester 1. The total cost of the BBQ is \$1,500 (excluding GST and FBT) with 150 students and 20 staff anticipated to attend.	Corporate Hospitality – large corporate event	Financial delegate [Less than \$50 per person per meal]
3	A Centre Manager, Advancement Officer, and an academic take two potential donors to dinner to hopefully secure support for a particular field of research. The dinner is at Customs House and costs \$1,000 (excluding GST and FBT).	Corporate Hospitality – small corporate event. Note: while more staff attend the dinner compared to external parties, the primary purpose of this dinner are the external guests. The approver must be comfortable that the three staff attending were required for the business occurring.	Relevant authorised officer [More than \$150 per person per meal]
4	A Faculty purchases a 14-seat corporate box for the upcoming QLD Reds Rugby Union season.  Staff from the Faculty invite clients / stakeholders / donors and key industry partners to the games.	Corporate Hospitality – corporate box	Relevant member of USET
5	Canapes and drinks are provided for free at an alumni event. 50 members of alumni are invited as well as 15 staff from across the University. The cost of the canapes and drinks is \$4,000 (excluding GST and FBT)	Corporate Hospitality – large corporate event.	Relevant authorised officer [More than \$50 per person per meal]

	Hospitality	Category	Approval requirement
6	A business unit holds a quarterly all-staff meeting during business hours and a light morning tea is provided. The cost of the morning tea is \$10 per person (excluding GST and FBT)	Employee hospitality – working meals	Employee Hospitality Approver [Less than \$25 per meal per person]
7	A business unit holds an end of year Christmas party that includes staff awards. All staff from the business unit are invited to attend and the cost to the Unit is \$50 per person (excluding GST and FBT).	Employee hospitality – celebration and staff awards event	Relevant member of USET [More than \$40 per person per meal]
8	A manager agrees for a staff member to attend a conference related to their field of work.  The conference has an optional welcome dinner the night before, which costs an extra \$190 to attend (excluding GST and FBT).	Employee hospitality – optional meal event at conference	Relevant authorised officer [More than \$180 per person per meal]
9	An Associate Director attends an external Breakfast Budget Update to stay abreast of the recent announcements and network. The breakfast is a buffet meal and costs \$40 to attend (excluding GST and FBT).	Employee hospitality – networking event	Employee Hospitality Approver [less than \$180 per person per meal]  Note: the Associate Director may be the relevant Employee Hospitality Approver. They are of sufficient level to determine whether the expenditure to attend the event meets the requirements of this Procedure.  If preferred, they could alternatively seek approval from a more senior Employee Hospitality Approver and/or a relevant authorised officer.

Hospitality	Category	Approval requirement
<p>10 A business unit purchases a table of ten seats at an International Women's Day event hosted by a charity.</p> <p>The table costs \$1,500 (excluding GST and FBT) and the business unit invites predominantly staff to attend.</p>	Employee hospitality – charity function	<p>Employee Hospitality Approver</p> <p>[Charity function less than \$180 per person]</p>
<p>11 A business unit organises an offsite three-day retreat for its staff, with an external facilitator to train the team on writing submission for grants. This includes the attendance of staff and HDR students.</p> <p>The unit will fund the hiring of AirBnB housings on North Stradbroke Island, meals and drinks, a wildlife tour and transportation from St Lucia for the attendees.</p>	Employee hospitality – retreat / workshop	<p>Relevant member of USET</p> <p>[overnight accommodation and a recreational activity]</p>
<p>12 Two colleagues meet for coffee on campus to discuss a potential collaboration.</p> <p>The coffees cost \$10 (excluding GST and FBT) and paid on a UQ Corporate Card.</p>	Employee hospitality	<p>Employee Hospitality Approver</p> <p>[Less than \$25 per person per meal]</p>
<p>13 Two colleagues meet for lunch at Patina on campus to discuss a potential collaboration.</p> <p>The lunch costs \$100 (excluding GST and FBT) and paid on a UQ Corporate Card.</p>	Employee hospitality	<p>Relevant authorised officer</p> <p>[More than \$25 per person per meal]</p>
<p>14 A research centre is hosting a workshop as part of a research grant it received from a funding body.</p> <p>The workshop will be attended by staff and representatives of the funding body.</p> <p>The grant received from the funding body included \$2,000 to cover all of the costs of the workshop, including providing attendees with morning tea, lunch and afternoon tea.</p>	Fee for service hospitality	<p>Relevant financial delegate</p> <p>[Funding from the third party that covers at least 50% of the costs of the event].</p>

Hospitality	Category	Approval requirement
<p>15 A Faculty is hosting a job-ready exhibition for 200 students which includes snacks, non-alcoholic drinks and boxed lunches (burgers/wraps/sandwiches). The exhibition is sponsored by two industry partners, who provide \$1,000 each in sponsorship. The catering for the exhibition costs the Faculty \$5,000 (excluding GST and FBT).</p>	Corporate hospitality – large event	<p>Relevant financial delegate [The revenue generated from the event does not cover 50% of the costs so cannot be treated as fee-for-service hospitality. Regardless, the cost per meal per person is less than \$50 so can be approved by the relevant financial delegate under the Corporate Hospitality section of the Procedure].</p>