

Summary of approvals and limits from the UQ Hospitality Procedure

[Refer to PPL Hospitality for detailed explanations](#)

		Hospitality Approval Limits	
		Approval threshold	Approver
Corporate Hospitality	Small event (10 or less)	<= \$180 per meal per person	Financial Delegate
		> \$180 per meal per person	Authorised officer ¹
	Large event (>10)	<= \$50 per meal per person	Financial Delegate
		> \$50 per meal per person	Authorised officer ¹
	Corporate boxes / tickets to events	any amount spent on this type	USET member
	Liquor cabinets of USET	any amount spent on this type	USET member

Corporate Hospitality:

- Has an external focus (not staff)
- No fee is charged or the fee is less than 50% of the cost
- Must be a business objective to the hospitality
- Attendance of UQ staff should be limited to those with a direct involvement in the business being conducted

Employee hospitality	Basic sustenance ('working meals')	<= \$25 per meal per person	Employee hospitality approver ²
		> \$25 per meal per person	Authorised officer ¹
	Staff coffee machines	purchase including beans/pods	USET member
	Retreats / strategy days / workshops that include: recreation OR travel >60km OR overnight accommodation	any amount spent on this type	USET member
	Staff awards	consolidated as 'staff celebrations and events'	
	Staff celebrations and events	<=\$40 per meal per person	Authorised officer ¹
		>\$40 per meal per person	USET member
	Conferences	optional meal/recreation <= \$180 per person per meal / event	Employee hospitality approver ²
		optional meal/recreation > \$180 per person per meal / event	Authorised officer ¹
	Networking events	<= \$180 per meal per person	Employee hospitality approver ²
		> \$180 per meal per person	Authorised officer ¹
	Charity /other events (primarily attended by staff i.e. not corporate hospitality)	<= \$180 per person	Employee hospitality approver ²
		> \$180 per person	Authorised officer ¹

Employee Hospitality:

- Has an internal focus (staff)
- Predominately attended by UQ staff OR UQ spend is predominately for staff to attend
- For the justifiable purpose of:
 - = sustenance
 - = celebration/award
 - = entertainment/enjoyment

>> clear connection to improving staff morale if celebration/ award/ entertainment/ enjoyment as the primary reason for incurring.

Authorised officers are:

- ¹ Vice-Chancellor and President, Provost & Senior Vice-President, Deputy Vice-Chancellors, Chief Operating Officer, President (Academic Board), Pro-Vice Chancellors, Executive Deans, Institute Directors, Chief Financial Officer, Chief Human Resources Officer, Chief Marketing and Communications Officer, Chief Information Officer, Chief Property Officer, University Librarian, Academic Registrar, General Counsel, Dean (Graduate School), Executive Director (Research Partnerships), Faculty Executive Managers, Deputy Directors (Operations), Chief Executive Officer (University Press).

Employee hospitality approvers are:

- ² President (Academic Board), Deputy Executive Deans, Academic Deans, Associate Deans, Faculty Executive Managers, Heads of School, School Managers, Chief Executive Officer (University Press), University Librarian, General Counsel, Directors, Deputy Directors, and/or Associate Directors.