APPENDIX A. HOSPITALITY EXPENDITURE APPLICATION FORM

Instructions:

1. Please read the Expenditure on Hospitality Procedures prior to completing this form.
2. This form is to be used when a school/business unit is paying for hospitality expenditure
3. For multiple events the Multiple Event Hospitality Expenditure Worksheet can be attached to this application.
4. Prior written approval must be obtained from the approval authority before the expenditure is incurred (refer Appendix D)
5. Completed form must be attached to the invoice for payment, or the purchasing card statement/acquittal.

Part 1	Details of the Employee Applying to Incur Hospitality Expenditure			
School/Business Unit	**Name of Employee**	**Position**	**Signature**	**Date**

Part 2	Type and Purpose of Hospitality	
Tick the appropriate box	**Purpose of Hospitality**	
Working Meal		
Staff Health & Wellbeing		
Official Events		
Official Entertainment		
Official Social Function		
Location of the Event:		
Duration of the Event:	**Date / Period of Event**	

Part 3	Proposed Hospitality Expenditure Details	
Cost Component	Enter details below for a single event. For multiple events use the Multiple Event Worksheet.	**Cost**
Food & Non-alcoholic Beverages		
Alcoholic Beverages		
Room & Equipment Hire		
Other Costs (e.g. fees)		
Total Cost (Including GST) If you use Multiple Event Worksheet, figure entered here must match Total cost (including GST) on the worksheet		

Part 4	Number of Attendees (For FBT purpose)	
Number of Employees (including employees' partners/spouses/family members if applicable)		
Number of Non-Employees		
Total Attendees		

Part 5	Approval		
Before approving, approver must consider if the requested expenditure is justifiable. Is there a business need for the expenditure? Will it stand up to public scrutiny? Is the amount excessive? Are the types of food and beverages to be served appropriate to the occasion?			
Is the application for expenditure approved?			Approved Y / N
Name of Approver	**Signature**	**Position**	**Date**