

APPENDIX C. ATTENDANCE AT CONFERENCES/EVENTS DECISION GUIDE

Where an event is mostly work related it would be considered a work expense however if it mostly social it would be deemed a private employee expense. Refer to scenarios below for guidance.

SCENARIO (HELD BY EXTERNAL ORGANISATIONS)	Key Considerations	Mostly work related?	Mostly social / private?
		(Ticket may be paid by School / Dept)	(Ticket Paid by Employee)
1. Conference: <u>combined package for PD and social event</u>¹ eg sundowner or dinner.	<ul style="list-style-type: none"> • PD is the main event • Registration costs are all inclusive (may show the cost of the dinner for information only). • Same charge applies whether employee attends social event or not. • Social component is sponsored by an external agency or memberships fees. 	Yes	No
2. Conference: <u>optional packages split between PD and social event</u>¹ eg sundowner or dinner. ²	<ul style="list-style-type: none"> • PD is the main event and majority of the ticket price. • Split registration costs available. • Option to pay lesser amount if not attending the social event. • Social component is covered by ticket price. 	(i) Yes for PD only (ii) Yes for PD + dinner/sundowner . (iii) No if employee elects social event only without PD	Yes <i>if employee elects dinner/sundowner only without PD</i>
3. Short PD with some networking	<ul style="list-style-type: none"> • PD time is greater than the networking time. • Clear work-related benefit to the Department 	Yes	No
4. Discrete Award events. ²	<ul style="list-style-type: none"> • No PD, primarily celebratory event. • Standalone breakfast / lunch / sundowner /dinner. 	No	Yes
5. Social function	<ul style="list-style-type: none"> • No PD, primarily a social networking event. • Standalone breakfast / lunch / sundowner /dinner. 	No	Yes

Notes:

1 Social /events:

- Reason for social event may include networking and / or employee awards
- May be combined with PD or standalone events.
- Where a networking event is largely social in nature, they are usually funded by members themselves or as part of a sponsor contribution.

2 Award events:

- Does not apply to award events held by the Department of Education - these events can be funded by the Department or school. Please see Appendix D: Approval authority for attendance at events.