

APPENDIX D. APPROVAL AUTHORITY FOR EXPENDITURE ON HOSPITALITY BY TYPE AND ATTENDANCE AT EVENTS HELD BY DEPARTMENT OR SCHOOL

Approval Authority for Expenditure on Hospitality	
Hospitality type	Approval Authority (must approve prior to any expenditure ²)
Working meals	Director of education, principal, camp school manager, college manager, director or above
Staff health and wellbeing	Director of education, principal, camp school manager, college manager, director or above
Official Events	Member of corporate executive, executive director, director of education, principals, camp school manager or college manager
Official Entertainment	Member of corporate executive, executive director, director of education, principals, camp school manager or college manager
Official Social functions¹	Director General or Deputy Director General

1. Official Social functions may only be approved in exceptional circumstances (refer 3.3.5 Official Social Functions of the Expenditure on Hospitality Procedures).
2. If hospitality expenditure is not approved in advance, an explanation should be provided on the form and should only occur in exceptional circumstances.
3. The employee applying to incur hospitality expenditure cannot be the approver of the expenditure – a higher level of approval is required.

APPROVAL AUTHORITY FOR ATTENDANCE AT EVENTS

Approval Authority for Attendance at Events Funded by the School/Department	
Event type	Approval Authority (must approve prior to any expenditure)
Events held by external organisations <u>or the Department</u> ^{4, 5}	Director of Education, principal, camp school manager, college manager, director or above

4. The Hospitality on Expenditure Application Form is not required for attendance at Events held by external organisations. Approvals should form part of the normal school or central services process to attend the event and payment of admission to the event.
5. In exceptional circumstances, the Director General may approve payment from public funds for attendance to externally held functions normally considered mostly social / general networking in nature, which will be on an application basis from the relevant Principal or Executive Director in advance.