

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

<b>Approval Authority for Expenditure on Hospitality</b>	
<b>Hospitality type</b>	<b>Approval Authority (must approve prior to any expenditure<sup>2</sup>)</b>
<b>Working meals</b>	Director of education, principal, camp school manager, college manager, director or above
<b>Staff health and wellbeing</b>	Director of education, principal, camp school manager, college manager, director or above
<b>Official Events</b>	Member of corporate executive, executive director, director of education, principals, camp school manager or college manager
<b>Official Entertainment</b>	Member of corporate executive, executive director, director of education, principals, camp school manager or college manager
<b>Official Social functions<sup>1</sup></b>	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 HELD BY EXTERNAL ORGANISATIONS

<b>Approval Authority for Attendance at Events Funded by the School/Department</b>	
<b>Event type</b>	<b>Approval Authority (must approve prior to any expenditure)</b>
<b>Events held by external organisations<sup>4, 5</sup></b>	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.