
A5 Staff, student and visitor hospitality and incidental expenditure

A5.1 Scope

This appendix sets out rules and guidance relating to expenditure on the following:

- visitor hospitality
- staff and student hospitality
- professional subscriptions and memberships
- research volunteer payments
- job applicants' expenditure
- relocation expenditure.

All of these categories of expenditure are an appropriate use of University funds when wholly, exclusively and necessarily incurred in order to perform University business. There is particular public scrutiny over the types of expenditure dealt with in this appendix so it is of the utmost importance that value for money in purchasing can be demonstrated and expenditure is met only where it is an appropriate use of University funds.

Anyone purchasing goods, services and works in these categories is subject to the provisions of this appendix; this includes anyone engaged in University business and some examples are:

- members of University staff and students
- external parties, e.g. external examiners, visiting researchers and other third parties, where the travel is directly related to University activities and has the prior approval of the University
- interview candidates for University jobs.

A5.2 Items not considered to be an appropriate use of University funds

The following list provides examples of items that are not

- staff parties except leaving parties and University staff parties open to all staff.

A5.3 Visitor hospitality

It is an appropriate use of University funds to meet the reasonable entertaining costs of staff and their guests, e.g. client, sponsor or partner on a collaborative project. There must be a valid business purpose, for example - meals with external examiners, speakers or other guests in which knowledge is shared. The entertainment should not be used simply to reward external guests and staff should consider how the entertainment would be justified

if the expenditure were to be published in the public domain. Guideline maximum levels of entertaining expenditure are as follows:

A5.3.2 Staff leaving events

Heads of Schools and Directors of Professional Service may exceptionally contribute from their School or Divisional budget to a farewell party for a member of staff who is retiring or leaving after highly valued service. The cost incurred should be proportionate to the length of service and their role within the University. The nominated campus-catering provider should be used and booked in accordance with A5.4.1 above unless business need cannot be met. The maximum allowed expenditure is £15 per head. The function must be open to all staff within the departing employee's department or immediate section. At these events, a modest provision of alcohol is considered a reasonable use of University funds.

A5.3.3 Student welcome/leaving events

A moderate School contribution up to a maximum of £10 per student is acceptable for student welcome and farewell parties, where this is affordable within the School's overall budget and where the number of students present is likely to be small.

It is not an appropriate use of

A5.3.9 Gifts to members of staff

Gifts to members of staff should always be personal gestures and are not an allowable expenditure unless given as part of a formally approved and

A5.7 Relocation Expenditure

Relocation expenditure is not covered by