



Hospitality, Gifts, Donations and Prizes Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Procurement and Purchasing Policy](#)

2. PROCEDURAL DETAILS

These procedures cover both (i) the provision to others, and (ii) the receipt from others, of hospitality, gifts, donations and prizes.

Provision of hospitality, gifts, donations and prizes to others

2.1. Hospitality

There are no specific requirements as to the type, cost or frequency of hospitality on which University funds may be expended; however, there may be restrictions in relevant funding agreements on how grant funding may be spent, and such agreements will always take precedence.

An Approving Authority may authorise the provision of hospitality (including meals) where they are satisfied that the cost is both reasonable and necessary for University Business.

The approving authority must ensure compliance with the documentation requirements of the [Procurement and Purchasing Policy](#) and [Purchasing Procedures](#).

Circumstances where hospitality may be appropriate include:

- official functions involving visitors, where the University has an interest in, or a specific obligation towards, facilitating the visit;
- to representatives of the press and other media;
- to representatives of government, business or industry, trade unions and recognised community organisations; and
- periodically to individuals of particular importance to the University.

Types of expenditure considered reasonable as official hospitality expenditure include:

- tea/coffee or similar for official visitors;
- breakfast/lunch/dinner involving official visitors; and
- attendance at official functions for which a modest charge is made.

Hospitality will not normally be provided to partners or spouses without prior explicit approval from the appropriate delegated authority, and even then, only where it is reasonable to do so.

2.2. Official functions

For official functions hosted by the University, the number of University employees attending official functions should normally be restricted to those able to advance University Business or where the University will benefit from their attendance.

Where the number of staff exceeds the number of visitors, justifications should be provided and approved by the relevant Approving Authority.

2.3. Meals as hospitality

Where a visitor is provided with hospitality in the form of a meal, this is regarded as entertainment. Whenever possible the entertainment should be provided using facilities or services on University premises.

Usually, the number of staff would not be expected to outnumber the guests, but where this might occur, consideration should be given to whether a smaller number of staff should be invited to the meal and whether a business meeting might be more cost-effective and productive.



Where the number of staff exceeds the number of visitors, justifications should be provided and approved by the relevant Approving Authority.

2.4. Official catering for meetings

Catering may be provided to staff members at the University's expense when official business is being transacted at a meeting, workshop or seminar on campus, regardless of whether external visitors are in attendance. This expenditure is not hospitality as described above and may be approved as normal expenditure.

Where there are cost advantages in continuing a full-day meeting through a normal meal break, a light meal may be provided. Where the meeting is long enough to warrant it, refreshments such as tea, coffee and biscuits may be provided.

Meals should normally be light, that is, consisting of sandwiches, 'finger food', salads, juices, water, tea, coffee and biscuits, and would be served at the work/meeting location, unless associated with a seminar or other function at an outside venue. Further guidance is available at [Buying for Curtin](#) website, under Catering.

2.5. Conferences, retreats and training seminars

The provision of meals to staff members when they attend conferences, retreats or off-campus training seminars does not fall under the definition of hospitality and may be approved as normal expenditure.

2.6. Tipping

A modest tip or gratuity may only be added to a hospitality or travel (for example) only in exceptional circumstances, and only where it is dictated by national custom, such as in certain overseas countries.

2.7. Gifts

In exceptional circumstances Approving Authorities may authorise expenditure on gifts as tokens of thanks, goodwill and recognition. Gifts may be given to individuals or organisations with an identifiable relationship with the University and to staff members. For example:

- for special occasions of a work related nature, such as the visit of important official visitors or for speakers at graduation ceremonies;
- on the retirement of a staff member; and
- when a staff member is on long-term sick leave, or when a staff member or other person with an identifiable relationship with the University is seriously ill.

The [Incidental Expenditure Guidelines](#) provide additional guidance in this regard.

2.8. Prizes and donations

Approving Authorities may authorise reasonable expenditure on prizes and similar tokens of appreciation, in recognition of high achievement or in relation to University business (such as the running of competitions). Staff may be recognised for excellence in teaching, research or administration, or any combination.

Donations of money, or money equivalents to external organisations may only be approved by the Vice-Chancellor after considering the [Disclosure of Relationships and Interests Procedures](#) as well as the impact on the University for making such a donation.

Donations must not be made to staff members and/or their Tax Associates.

2.9. Liability for fringe benefits tax

The University is liable for Fringe Benefits Tax (FBT) on expense payments where fringe benefits, as defined by the relevant taxation legislation, are provided to staff members and/or their Tax Associates.

Any contributions made by staff members and/or their Tax Associates to the costs of hospitality, or other benefits provided on their behalf reduces the potential for FBT to be payable.



The FBT payable on official hospitality and other expenditure is charged to the cost centre responsible for the expenditure.

To assist in compliance with FBT regulations and to minimise the University's exposure to FBT and to maximise GST recovery, all hospitality, gifts, donations and prizes expenditure must be coded to the correct line item in the general ledger. Financial Services service teams will complete this activity. Guidance can be found on the [Financial Services website](#).

2.9.1. FBT on hospitality

Guidance on the FBT consequences of hospitality expenditure can be found on the [Financial Services website](#).

2.9.2. Other FBT considerations

In some cases gifts and prizes expenditure for staff members, as defined in this document, also attract FBT. Financial Services should be contacted with queries on FBT liability on these items.

Receipt of Hospitality, Gifts, Donations and Prizes from others

2.10. Receipt of Hospitality, Gifts, and Donations from others may create a real, perceived or potential conflict of interest. Hospitality, Gifts, and Donations from others may only be approved after considering the [Disclosure of Relationships and Interests Procedures](#) as well as the impact on the University for receiving the Hospitality, Gift or Donation.

2.11. For donations to the University refer to the [Donations to Curtin Policy](#) and [Donations Acceptance and Solicitation Procedures](#).

3. RESPONSIBILITIES

Responsibilities are as set out in Section 2.

4. SCOPE OF PROCEDURES

These procedures apply to all members of the University community (which includes Council members, students, employees, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, or contractor) in any location or campus within Australia.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Approving Authority

An employee with a formal delegated financial authority to incur the business expenditure. These authorities are recorded within the University's financial system.

Donation

Any amount of money or property given with no material gain or benefit expected in return.

Fringe benefits tax (FBT)

Fringe benefits tax imposed under the [Fringe Benefits Tax Assessment Act 1986 \(Cth\)](#).

Gift

An item of property purchased with University funds and presented to an individual or organisation by the University as a token of appreciation.

Hospitality

Any activity of an entertainment nature extended to individuals. It includes meals, beverages, theatrical performances, cinema, sporting events, ceremonies and public relations events. Small gifts given to hosts or guests in line with Australian or other countries' local customs are also classified as hospitality.

Hospitality does not mean meals and accommodation expenditure for official business travel by staff members, staff retreats and refreshments during staff meetings, seminars and training sessions, nor does it include meal and accommodation expenses associated with a course of study and appropriate refreshments provided to students.

Prize

Something presented to an individual or organisation by the University as a reward or in recognition of an achievement.

Tax Associate

- any member of the family of a staff member (including de facto spouse);
- any member of staff or board of a Curtin controlled entity; or
- any associate of a member of staff or board of a Curtin controlled entity.

This definition above is that prescribed by the Australian Taxation Office for fringe benefits tax purposes and applies to these procedures only.

University Business

Any approved work related to employment at the University or in connection with the official functions of the University.

University Premises

Property owned or controlled by the University for its operations but excludes areas on campus leased out to third parties (e.g. Guild Tavern, third party cafés on campus).

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS

[Code of Conduct](#)

[Disclosure of Relationships and Interests Procedures](#)

[Donations to Curtin Policy](#)

[Donations Acceptance and Solicitation Procedures](#)

[Fringe Benefits Tax Assessment Act 1986 \(Cth\)](#)

[Incidental Expenditure Guidelines](#)

[Purchasing Procedures](#)

[University Competitions webpage](#)

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Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
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1.1	Administratively Updated	08/07/2013	Director, Legal and Compliance Services	-	Links Updated
2	Approved	21/10/2016	Chief Financial Officer	EM1635	Unconditional



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