



Financial Operations -

Guide to coding Entertaining, Hospitality & Gifts in Concur

Entertaining, Hospitality & Gifts	Example Scenario
Events - Alumni or Networking Events	<i>Alumni networking function or social connection for purpose of industry information, exchange or mentoring</i>
Events - Fundraising Event	<i>Fundraising Dinners and cocktail parties.</i>
Events - Grad/Ceremony/Orientation Meal (with/without alcohol)	<i>Student Graduation or orientation functions - Meals, canapés, luncheon, dinners with or without alcohol served.</i>
Events - Grad/Ceremony/Orientation Refreshments (No alcohol)	<i>Student Graduation or orientation functions - staff required to be in attendance as part of their role. Light refreshments and finger food served (no alcohol).</i>
Events - Other (closed to the general public)	<i>Show openings, Book Launch, Art Exhibition, Gallery function <u>closed</u> to the general public.</i>
Events - Other (open to the general public)	<i>Show openings, Book Launch, Art Exhibition, Gallery function <u>open</u> to the general public.</i>
Events - Social Event/Function on or off campus	<i>Staff Social events such as Christmas parties, Staff Farewells, Staff Award and recognition nights etc.</i>
Gifts & Awards – Staff & Associates (Not exempt)	<i>Gifts equal to or > \$300 (GST inclusive) or regardless of value are provided on either a frequent or regular basis. It also includes benefits (regardless of the cost) provided regular or frequently and includes any benefits that are entertainment in nature (movie tickets or restaurant vouchers).</i>
Gifts & Awards – Staff (< \$300 Exempt)	<i>Gifts (for staff milestone, farewell, birthday, recognition of service) that are < \$300 (GST inclusive) which are not provided on either a frequent or regular basis. For example: Flowers, watch, alcohol not being consumed at University event.</i>
Gifts & Awards – Visitors & Other	<i>Gifts to clients, visitors and dignitaries as a thank-you.</i>
Gifts, Awards & Prizes - Students	<i>Gifts and Awards to Students.</i>
In-house Seminar/Conf/Planning Day - Meal entertainment (with or without alcohol)	<i>Meals and beverages consumed at a in-house planning day, seminar, workshop, conference, lecture or planning day that is less than 4 hours, comprising a sit down meal or elaborate foods/canapes, with our without alcohol OR Meals and beverages consumed at a seminar, workshop, conference, lecture or planning day served with alcohol regardless of the duration.</i>
In-house Seminar/Conf/Planning Day < 4 hours with refreshments (no alcohol)	<i>Meals and beverages consumed at an agenda supported in-house organised planning day, seminar, workshop, conference, lecture that is less than four hours (excluding meal breaks) Eg: finger food, sandwiches etc (No alcohol).</i>



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In-house Seminar/Conf/Planning Day = 4 or more hours (no alcohol)	<i>Meals and beverages consumed at an agenda supported in house planning day, seminar, workshop, conference, lecture with a duration of at least 4 hours (excluding meal breaks) Eg: full day seminar with incidental lunch provided, breakfast at an agenda supported activity (No alcohol).</i>
Light Refreshments/Meal - off campus (with/without alcohol)	<i>Meals and Beverages consumed off campus for the purpose of team meeting or business meeting with colleagues, clients, industry bodies, visitors etc</i>
Light Refreshments/Meal - on campus (with alcohol)	<i>Meals and refreshments (with alcohol) consumed on campus with a business connection. For example: team meeting or working lunch, interview panel or other work related activity comprising light meals and finger foods, eg: sandwiches, pastries and fruit. NB: The purpose of the refreshment/meal is not an entertainment motif, that is, social event/function.</i>
Light Refreshments/Meals - on campus (no alcohol)	<i>Meals and refreshments (no alcohol) consumed on campus with a business connection. For example: team meeting or working lunch, interview panel or other work related activity comprising light meals and finger foods, eg: sandwiches, pastries and fruit. NB: The purpose of the refreshment/meal is not an entertainment motif, that is, social event/function.</i>
Morning/Afternoon Tea - On Campus	<i>Light Morning or Afternoon tea consumed on campus during work day (no alcohol).</i>
Other Catering Expense - Non-staff	<i>Catering not connected to graduation, orientation, staff, seminars and conferences (eg: student field trips, student welfare, special student events etc).</i>
Other Entertainment Expense - Alcoholic Drinks	<i>Alcoholic Drinks purchased for either during or outside work hours for staff (not to be consumed later- see Gifts above)</i>
Other Entertainment Expense - Non-staff	<i>Entertainment not connected to graduation, orientation, staff, seminars and conferences.</i>
Recreational Entertainment - Staff/Team Building Event	<i>Team Building events such as lawn bowls/Golf day, sporting events, staff retreats, or other recreational entertainment activities.</i>
Staff Amenities - Sustenance/Kitchen Supplies	<i>Staff Amenities for sustenance: coffee, milk, tea for the office kitchen or lunch room</i>
Tickets - sporting events/Gala Dinners	<i>Tickets to Gala Dinners, catered and non-catered sporting events</i>