

## Appendix 5 Hospitality Approval Form

This form must be completed and authorised BEFORE an event or hospitality valued at greater than £50 is accepted. This signed form must be retained with the Gift and Hospitality Register.

Name: ..... Job title: .....

Description of benefit or hospitality:
Justification for acceptance:

Approximate value (to be ascertained and agreed prior to sign off): £..... Offered by (name of company/person): .....

Signature:	Date:
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*Authorisation	Date
Signature:	
Print	

\* Authorisation must be by Head of School or Head of Function, or in the case of senior managers, their line manager. For example, HoS must be approved by their Dean, and Heads of Function must be approved by their Head of Service.

Your attention is drawn to the University's policies on such expenditure which can be found at