



Hospitality, Entertainment & Miscellaneous Expenses Procedure

Procedure Number
WCDHB-HR-0022

Version Nos:
5

1. Purpose

West Coast District Health Board (WCDHB) regards the extension of hospitality and entertainment by WCDHB staff in the furtherance of WCDHB objectives as a legitimate professional activity. This Procedure outlines those situations in which the provision of such hospitality is appropriate and the level of accountability, which must apply to such activities.

2. Application

This Procedure applies to all WCDHB staff and is to be followed as applicable.

3. Definitions

There are no definitions that apply to this Procedure.

4. Responsibilities

For the purposes of this Procedure:

all **Staff Members** are required to:

- request and justify (in writing to their General Manager) payment of hospitality and entertainment expenses
- produce evidence (e.g. invoices, receipts, etc) of expenses for reimbursement.

all **General Managers and the Chief Executive Officer** are required to:

- consider requests for payment of hospitality and entertainment expenses;
- take into account their departmental budgets for hospitality and entertainment;
- inform the staff member of the result of their request.

5. Resources Required

This Procedure requires no specific resources.

6. Process

The WCDHB recognises that there are circumstances where providing hospitality is appropriate and can result in significant benefits to the organisation. As a publicly funded body, however, it must ensure that the standards of accountability are maintained and that there is a measure of consistency in the way the policy is implemented across the organisation. The guiding principles are that the expenditure must be for WCDHB purposes, must be properly documented and must be available for scrutiny by both internal and external audit.

1.00 Hospitality And Official Functions

- 1.01 Expenditure for official hospitality is considered appropriate to facilitate the conduct of WCDHB business, within NZ or overseas, by persons who are able to do so because of their position within WCDHB. In general however, such hospitality should not be used as a substitute for business meetings.



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- 1.02 Expenses associated with official hospitality functions include expenditure required for visitors where the WCDHB has an interest in, or a specific obligation towards, facilitating the visit; also for representatives of government, business or industry, trade unions, representatives of the media and recognised community organisations.
- 1.03 Types of expenditure considered as official hospitality include:
- i) Tea / coffee, morning tea or similar for official visitors or representatives
 - ii) Breakfast, lunch or dinner involving official visitors or representatives

2.00 Catering - Meetings And Conferences

Official catering by the contracted caterers, which is not considered hospitality, may also be provided by senior staff in circumstances where official business is transacted.

- 2.01 In these instances, meals may be considered acceptable expenditure on hospitality where:
- The meal is for the purpose of transacting official business
 - Light refreshments are provided for meetings, conferences, workshop seminars
 - There are cost advantages in continuing meetings through the normal meal break.
- 2.02 In a situation where there is some doubt about the validity of claiming particular hospitality and catering expenditure, advice should be sought from the relevant General Manager or the General Manager Finance.
- 2.03 General Managers are required to fund the cost of the above from their own departmental budgets.

3.00 Inappropriate Expenditure

- 3.01 Examples of expenditure not considered appropriate include:
- Child-minding fees, other than under an employment agreement or where a staff member is required to perform additional duties at very short notice or a dependant unexpectedly requires additional care that the staff member cannot provide because of the essential nature of their duties at the time;
 - Club membership fees;
 - Cost of providing meals at private residence (unless specifically approved by the relevant General Manager);
 - Other incidental expenses related to home entertainment, travel and accommodation such as personal grooming, laundry / dry cleaning, etc. (unless specifically approved by the relevant General Manager).
 - Contributions to WCDHB Social Clubs, except where they can be justified as being important for organisational development and staff welfare, and that the level of contribution is prudent and reasonable in terms of the benefit obtained.
 - Corporate Boxes – both their acquisition and use.



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4.00 Documentation Of Expenses Incurred

- 4.01 A "Miscellaneous Payment - Reimbursement" form must be completed and adequate declarations and documentation must be provided to the relevant General / Senior manager to enable claims to be approved. As a minimal requirement, the following items must be recorded and included in any application for reimbursement of expenditure on hospitality or entertainment:
- description of the WCDHB purpose
 - proof that expenditure was incurred in relation to the performance of WCDHB duties and responsibilities of the individual(s) seeking reimbursement
 - invoice or receipt validating the expenditure

7. Precautions And Considerations

- Approval of reimbursement must take into account the contribution of the staff member concerned and the recommendation of their General / Senior Manager.
- Request for consideration of reimbursement of expenses must be made in writing before the expense is incurred (where possible).

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Miscellaneous Payment - Reimbursement Form.

Revision History	Version:	5
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