



Unitec's **At a Glance** series summarises the critical elements of Unitec's policy and procedures

At a Glance

Sensitive Expenditure Policy and Procedures

Objective

The Sensitive Expenditure Policy and its associated procedures assist Unitec to ensure it conducts its business with probity and integrity, and clearly define the parameters for sensitive or discretionary expenditure.

Sensitive expenditure relates to expenses incurred by Unitec (e.g. providing or receiving gifts, rewards or hospitality) to or from Unitec personnel.

Critical Information

- It is noted that our expenditure must be:
 - Justifiable, transparent and for a business purpose
 - Able to demonstrate high standards of probity and financial prudence
 - Appropriate, moderate and conservative having regard to circumstances
 - Able to withstand public scrutiny
- Expenditure that could be considered sensitive must be pre-approved wherever possible
- Sensitive expenditure covers the purchase of a range of items including:
 - Alcohol
 - Donations, sponsorship
 - Entertainment
 - Expenditure related to staff
 - Gifts (given and received)
 - Loan equipment
 - Loyalty rewards
 - Professional and club memberships
 - Retreats
 - Staff events
 - Catering
- Our financial delegations give guidance as to the roles that have the authority to spend and receive sensitive expenditure
- Receipt of gifts, including hospitality, must be recorded in the Register of Gifts held in Finance

Catering Guidelines

Catering	Proposed budget for various activities
External e.g. Industry Advisors	\$5.00 per head – 2-3 hours – for late afternoon / evening \$10.00 per head – breakfast or lunch <i>External people who are not paid</i>
Priority student events	\$3.50 per head
Governance meetings	\$10.00 per head when meeting extends over lunch or dinner
Staff all day workshops	\$15.00 per head – all day meetings – (\$10 lunch, \$5 morning/afternoon tea)
Student orientation events	\$3.50 per head
Monitor visits	\$10.00 per head (lunch and morning/afternoon tea)

* All prices GST exclusive

Note that the Wharekai catering prices currently include margins that result in them being higher than other options. This is under review with the idea that there will be a price differential for external and internal catering orders.

