

SCHOOL OF PUBLIC HEALTH

Policy on payment for catering expenses, 16th December 2003

1) Core committees and School events

- 1.1 The School will fully fund any catering required for meetings of School committees and other core School events such as Forums, the Research Presentation Day etc.

2) Student events

- 2.1 The School will fully fund any catering connected with events aimed at attracting, welcoming and consulting with coursework and research students such as an annual welcome session for each coursework degree, biannual meetings with the Head of School to obtain student feedback, and information sessions for prospective students.
- 2.2 The School will pay for morning or afternoon tea but not lunch for events that support research students' candidature, such as research presentation sessions.
- 2.3 The School may loan a deposit for and/or guarantee but will not pay for student social functions. Any request for a loan or guarantee must be accompanied by a business case that includes a budget that makes provision for full coverage of costs by income raised from other than School sources. The Head of School's approval must be obtained for any requested loan or guarantee before any binding commitment is made.
- 2.4 The costs of catering for meetings convened by interest groups within the School are the group's responsibility. Such groups may, however, include catering costs in an application made to the Research Committee for support of a workshop or meeting.

3) Educational workshops

- 3.1 The School will pay for morning and afternoon tea only for educational workshops that are recognised University of Sydney units of study and have a defined unit code. This policy applies whether or not the unit is open to external participants who may or may not be enrolled as non-degree students. All advertising material for these units must clearly state that lunch is not provided. The Head of School may make an exception to

this policy if the workshop is being held at a time when or in a location where lunch cannot be easily purchased.

- 3.2 For workshops that are not recognised University of Sydney units of study catering costs must be included in the budget for the workshop; they will not be paid from School funds. The business case and budget for all such workshops must make provision for all intended catering within the limits of the expected income and be approved by the Head of School before commitments are made.