

Policy name: Hospitality and Entertainment Policy

Approved: 25th November 2016

Revision 1 approved 10th March 2017

Revision 2 approved

Revision 3 approved by Trinity Academic Council 13th May 2020

1. Context

- 1.1 The Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, routinely receives official guests and arranges or hosts functions and events in the course of its business and to promote its mission. In such circumstances it is often appropriate to provide hospitality and/or entertainment for those external to the Academy who are attending. This provision may also extend to staff of the Academy in attendance as a necessary part of the performance of their duties.
- 1.2 The Academy may also provide modest on-campus hospitality to staff where there is a valid business reason. This mainly occurs as either refreshments during a formal business meeting at the workplace; or as working lunches for formal minuted meetings where the timing and duration of the meeting unavoidably prevents attendees from having their normal personal lunchbreak.

2. Purpose

- 2.1 The purpose of this policy is to provide guidelines for the reasonable expenditure of Academy funds for various categories of events. Examples of these would include providing hospitality for external examiners, visiting academics, distinguished musicians and other performers, and visiting business contacts with whom the Academy either has or is seeking to develop a relationship. This policy is not exhaustive and may not address every situation that may arise. In such cases, the Director and/or Secretary are responsible for authorising any exceptional circumstances, as it is equally important to avoid a culture of abuse of facilities for the hospitality provision this policy permits.

3. Scope

- 3.1 This policy covers the arrangement of activities, functions and events where the purpose is to promote and further the mission and business activities of the Academy.
- 3.2 It applies to all teaching, research and administrative activities of the Academy, regardless of the source of the funding, and so includes all conferences and workshops etc which are supported by income from registration fees.

4. Benefits

- 4.1 A clear policy on hospitality and entertainment ensures that such provision takes place solely in support of the mission and business activities of the Academy, and permits any abuse of this policy to be identified and addressed.

5. Policy

5.1 Implementation of Hospitality and Entertainment Policy

5.1.1 It is Academy policy that all expenditure on entertainment/hospitality must be:

- (i) for Academy purposes;
- (ii) reasonable and prudent;
- (iii) properly documented; and
- (iv) available for review by both internal and external audit including the Comptroller & Auditor General.

5.2 Permitted Expenditure

5.2.1 Academy Events

- (i) Expenditures for food and beverages associated with major functions that are normally expected to occur during the year as part of the Academy's regular activities are permissible.
- (ii) The extent of the entertainment will vary with the nature of each event, but should reflect an appropriate balance of offering and prudence in the level of expenditure.

5.2.2 Official Guests of the Academy

- (i) RIAM recognises that the provision of hospitality for guests is essential.
- (ii) Examples of official guests would include the following: visiting lecturers; visitors from foreign countries; representatives of research organizations; visitors from other conservatoires; individuals interested in Academy programs (potential donors); guests invited to assist in the development of new programs (both paid and non-paid consultants); and, business and community leaders.
- (iii) The Academy must be cognisant of the customs and practices of overseas guests when organising any entertainment/hospitality.

5.2.3 Business Meals

- (i) Refreshments are permitted for meetings with a scheduled duration of three hours or more.
- (ii) Working Lunches/Breakfasts: Expenditure for working lunches and breakfasts is permitted in the following cases:
 - when the only available time for the meeting occurs during the normal lunch or breakfast period; **and**
 - the circumstances do not reasonably allow staff to make their normal arrangements for lunch or breakfast; **and**

there are demonstrable cost advantages in holding meetings during the normal lunch or breakfast period; **or**

meetings include external attendees.

5.2.4 Lunches/Dinners at External Venues:

- (i) Expenditure for lunch or dinner is permitted for external examiners, external performers, visiting lecturers, participants and presenters for meetings, training sessions, seminars and for official visitors and guests.

5.3 Staff attending official functions

5.3.1 Expenditure is permitted when the number of staff attending an official function is limited to those with a direct involvement in the business being conducted; that is, only those who will be able to advance the Academy's business, and the number of staff attending comprises a minor or balanced proportion to external representatives.

5.3.2 It should be exceptional that the number of Academy attendees exceeds the number of external attendees.

5.4 Location

5.4.1 Hospitality/entertainment can take place in the Academy or outside, provided the most economically advantageous location is chosen for the event in question.

5.4.2 Although the cost of entertainment, hospitality and catering varies depending upon the venue and nature of the function, staff are required to minimise expenditure.

6. Procedures

6.1 Payment Methods

6.1.1 All entertainment expenses, regardless of the euro amount must be processed through the Academy's system for payment of invoices and reimbursement of expenses. They should not be paid from Petty Cash.

6.1.2 The Academy will meet the cost of tipping to a maximum of 10% except where a higher amount is required by local country customs.

6.1.3 Reimbursement of a group bill where the Academy is the host is permissible provided it is deemed to be wholly and necessarily incurred on Academy business and is authorised in line with RIAM signing authority.

6.1.4 Expenses incurred on a group bill where the Academy is not host will not be reimbursed.

7. Responsibility

7.1 The RIAM Secretary is responsible for overseeing this policy and its operational procedures.

8. Legislation and Regulation

8.1 [Qualifications and Quality Assurance \(Education and Training\) Act 2012.](#)

- 8.2 [Standards and Guidelines for Quality Assurance in the European Higher Education Area \(2005\)](#).
- 8.3 [Code of Practice for Provision of Education and Training to International Learners \(2015\)](#).
- 8.4 [National Framework of Qualifications \(NFQ\)](#).

9. Related Documents

- 9.1 Alcohol and Drugs Policy.

10. Document Control

Approved by Board of Studies 25th November 2016.

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Next review: Academic year 2020/21.