Category of Hospitality (Refer to PPL 9.45.06)

Fee for Service Hospitality

Corporate Hospitality (excludes corporate box)
- Small event (<10 attendees)
  - Revenue <50% of cost (Note A)
  - Predominately non-employees (Note B)
  - Financial delegate
- Large event (>10 attendees)
  - Revenue >50% of cost
  - Predominately employees (Note B)
  - Financial delegate

Employee Hospitality
- Other
  - <$30*
    - USMG
- Celebrations/Staff awards
  - >$30*
    - USMG
- External conference/networking (Note C)
  - <$20*
    - VCC
  - >$20*
    - USMG

Employee hospitality approver
- Retreats
  - Incl travel/recreation/overnight
  - No travel/recreation/overnight
- Basic sustenance (no alcohol)
  - <$20*
    - VCC
  - >$20*
    - USMG

Overnight Business Travel
- Dines with others (Note A)
  - Refer PPL 1.90.01
- Dines alone/with employees

Note A: Refer to Corporate Hospitality
Note B: Refer to Employee Hospitality
Note C: If conference/networking has optional event

* All $ limits exclude GST and FBT and are on a per person meal basis

Updated: 21/06/2019