**Name of Organisation**

**APPROVAL FOR HOSPITALITY/ENTERTAINMENT**

**This form must accompany the appropriate receipt/invoice for claim purposes. Please indicate the type of event requiring approval by ticking the appropriate box.**

**1.** Refreshments at business meeting ⬜

**2.** Working Lunch/Dinner ⬜

**3.** Training Course, Seminar, Conference or Residential ⬜

**Details of the Event**

Type of Event ………………………………………………………………………….

Date of Event ………………………………………………………………………….

Number of attendees……………………………………………………………………..

Details of all attendees must be attached.

Cost ……………….……………………………………………………………………….

Justification for the Hospitality ………………………………………………………….

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**Pre - Approval**

Signature ………………………………………………………………………………

Print Name ………………………………………………………………………………

Date ………………………………………………………………………………

\*Director/Chief Executive/Chairman/Programme Manager

**Post Event Approval**

Number of attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of all attendees must be attached

Actual cost (including VAT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where the actual cost is 5% higher than the estimated cost please provide a justification for the variation.**

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**Post Event Approval \*:**

Signature ………………………………………………………………………………

Print Name ………………………………………………………………………………

Date ………………………………………………………………………………

**\*Director/Chief Executive/Chairman/Grade 7/Programme Manager**