

Devon County Council – Record of Hospitality/Gift Authorisation

Name of Member of Staff	
Job Title/Section	
Directorate	
Line Manager	
Organisation offering hospitality/gift	
Date hospitality/gift to be offered/provided	
Who from the host organisation made the offer?	
Description of event if hospitality	
Have any gifts been provided/offered? (if yes identify gift and estimated cost)	...
Do we have a potential conflict of interest accepting hospitality from this company offering hospitality? (delete/insert statements opposite as appropriate)	Current/prospective supplier of goods or services to DCC ... Current/prospective purchaser of goods, services or assets from DCC ... Current/prospective receiver of service/planning consent/licence ... Other ... y/n ... describe ..
Will the hospitality/gift be accepted?	... (if yes comp the rest of the form, if no then no further info req)

The following sections needs only be completed if the hospitality or gift is to be accepted

Who from the host organisations will be present?	Yes / No
Will other DCC staff be attending?	Yes / No
Will other organisations be attending?	Yes / No
Will the host pay for any form of travel? (if yes identify estimated cost)	Road / Rail / Sea / Air
Will any overnight accommodation be received? (if yes identify estimated cost)	Yes / No
Will any meals/drinks/alcohol be provided? (if yes identify estimated cost)	Yes / No
Will any form of entertainment be provided? (if yes identify estimated cost)	Yes / No
Will any sporting events be included? (if yes identify estimated cost)	Yes / No
Will any incidental expenses be paid for by host? (if yes identify estimated cost)	Yes / No

**Receipt of Hospitality/Gifts should be authorised by a line manager in advance wherever possible,
By certifying this form prior to the event**

Line Manager's Authorisation	Name Signature Date Hospitality/Gifts to be accepted / declined (delete as appropriate) Please confirm if this record was completed in advance of hospitality being received Yes / No
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A Copy of this form MUST be submitted to the Service Director within a week of completion