



Australian Government
The Treasury

REQUEST FOR OFFICIAL HOSPITALITY

For an event to qualify as Official Hospitality, the following minimum criteria must be met

- 1) There must be a sufficient number of "outsiders" (i.e. non officials) in attendance.-- usually more "outsiders" than officials; and,
- 2) The event must support Australian Government business (i.e. the event must be work related; furthering the interest of the Treasury)

The Delegation Instrument identifies officials able to approve Official Hospitality. If there is alcohol, it can be approved by an SES Band 3.

Further qualifying information is contained in Operational Guideline on Official Hospitality.

PART A			
Description and Reason for function	Treasurer's Budget night function		
Date	12 May 2015	Venue	Cabinet Suite, Parliament House
Type of Hospitality	<input checked="" type="checkbox"/> Cold / Hand Foods <input type="checkbox"/> Hot Food <input checked="" type="checkbox"/> Alcohol (SES Band 3 approval required) <input type="checkbox"/> Other - please describe		
Expected No. of Guests	<u>102</u> Treasury Officials <u>65</u> Other APS ___ Non APS		
Supplier 1	IHG Catering, Parliament House	Estimated Cost	\$11,000 (incl GST)
Supplier 2	N/A	Estimated Cost	\$..... (incl GST)
Cost Centre	MO401	Internal order	
REQUESTED BY		DECISION	APPROVED / NOT APPROVED <i>(Section 23(3) of the Public Governance, Performance and Accountability Act 2013)</i>
Requestor's Name	Section 22	Delegate's Name	Section 22
Requestor's Signature		Delegate's Signature	
Title	Executive Assistant	Title	Chief of Staff, Office of The Hon Joe Hockey MP
Date	09/05/2015	Date	09/05/2015

When Part A has been completed, please forward a copy to the Financial Administration Support Team.

PART B (to be completed after the event)			
Actual Cost	\$	(incl GST)	
Actual No. of Guests (see over)	___ Treasury Officials ___ Other APS ___ Non APS		
SIGNED BY			
Name		Title	
Signature		Date	