Gift and Hospitality Acceptance Form

# Instructions

Complete the Disclosure Report, send it to the Money Laundering Reporting Officer.

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| Name(s) of person(s) to whom gift/hospitality given [i.e. University member of staff/spouse/partner or member of close family of employee] |  |
| Department |  |
| Date gift/hospitality Received |  |
| Organisation/person providing gift/hospitality and their relationship with the University |  |
| Name of event (if applicable) |  |
| Details of gift/hospitality Received |  |
| Purpose of gift/hospitality Received (if known) |  |
| Estimated value (if known) |  |
| Was this gift/hospitality given solely for the named person’s use? Y/N |  |
| If ‘No’ please give further details: e.g. shared with the team etc. |  |
| Signed |  |
| Date declaration submitted |  |
| **The Line Manager is asked to countersign this form to confirm, to the best of their knowledge, the information detailed here is accurate.\*** |
| Name and signature of line manager |  |

\* In the event that the reportable incident involved the Line Manager of the staff member/student making the declaration their immediate Line Manager should be involved in the process.

# Version History

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| **Title: Gift and Hospitality Acceptance Form****Approved by: Executive Committee****Location: Academic Handbook/ Strategies/ Financial Management Strategy and Policies** |
| **Version number** | **Date approved** | **Date published**  | **Owner**  | **Proposed next review date** |
| 1.0 | October 2022 | January 2023 | Director of Finance | July 2024 |
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| Referenced documents | Anti-Bribery and Corruption Policy  |
| External Reference Point(s) | Anti-Bribery Act 2010; Criminal Justice (Corruption Offences) Act 2018 |