

Rules for entertaining employees and guests

What is entertaining of employees and guests?

1. Entertaining is expenses for gifts, flowers, receptions, refreshments, or the provision of meals for employees and guests in relation to official gatherings and events.
2. The rules for entertainment expenses apply to all ITU activities whether funding comes from government grants, EU, national research councils or private funders.
3. There must be a fair and reasonable relationship between the occasion itself and the related expenses.

Why do we have rules for entertaining employees and guests?

4. The IT University is a government institution, and must therefore always display a fair and modest approach in all economic dispositions.
5. The rules for entertainment expenses comply with Danish tax legislation to minimize taxation of employees, guests and external partners when receiving gifts or other treats from the IT University.

Which expenses are refundable by ITU?

Receptions and events

6. Facilities Management (FM) may cover expenses for the following types of receptions and events:
 1. Graduation ceremonies
 2. Commemoration
 3. Conferment of PhD degrees (max. DKK 4,600)
 4. Conferment of Doctorate degrees (max. DKK 5,400)
 5. Nomination of or inaugural lecture by professors (max. DKK 5,400)
7. The Head of Departments or the Head of Sections may cover expenses related to department seminars and department theme days as well as the following types of receptions:
 1. Trainee graduation (max. DKK 1,600)
 2. Resignation after more than 1 year of employment (max. DKK 1,600)
 3. 25, 40 and 50 years anniversary of government employees (max. DKK 1,600)
8. ITU covers the deposit on bottles up until DKK 300.
9. ITU **does not** cover expenses related to the celebration of personal events, e.g. birthdays and weddings. The staff member association 'Raketten' or colleagues contribute to such events.

Gifts and Flowers

10. The Head of Departments and The Head of Sections may cover the expenses for flowers or gifts in these cases:

1. End of traineeship (max. DKK 800)
2. Gifts to external partners when celebrating jubilees, nominations etc. (max. DKK 450)
3. Gifts to guests and students participating in un-paid arrangements on behalf of the IT University, e.g. as lecturers, panel members, examiners, and participants in research projects (max. DKK 450 DKK)
4. Flowers on first/last day of employment (max. DKK 250)
5. Flowers in case of illness or funeral (max. DKK 250)

11. Gifts must be appropriate for the occasion and the recipient, e.g. a bottle of wine, chocolate, movie tickets.

12. Do not offer gift certificates to employees or guests. The Danish tax authorities consider such items taxable income, and ITU must report such items to the Danish tax authorities.

13. You can order wine gifts and flowers from the Information Desk.

14. In case of an employee's resignation, or conferment of a Ph.D. degree, the IT University may present the employee with a small ITU-related gift such as a t-shirt or a coffee mug with ITU-logo.

Meeting refreshments at ITU

15. ITU provides all employees with coffee and tea during working hours. For in-house arrangements with employees and guests, e.g. courses, workshops or interviews, you may serve coffee, tea and bottled water. For longer meetings, you may serve lunch, or other refreshments such as sandwiches, fruit or cake.

16. You order refreshments from the Canteen.

Provision of meals for employees and guests

17. The Heads of Departments and Head of Sections may cover expenses for the provision of meals for employees and guests in these situations:

1. Lunch or dinner for external examiners and peer reviewers when holding exams
2. At Intro Week and Open House arrangements, students may be moderately provided for (sandwich and soft drink)
3. In case of required over-time work, the Heads of Departments/Head of Sections may refund moderate refreshments (sandwich and soft drink)
4. At department seminars, theme-days and similar activities out of office, it is possible to allocate a moderate sum for lunch and dinner.
5. Foreign researchers on long-term, unpaid visits may be invited out for lunch or dinner once a week if the person responsible for the budget has approved this. Expenses for more frequent restaurant visits must be explicitly stated in the budget pre-approved by management or an external funder.

18. For out-of-office arrangements, regardless of occasion or participants, the IT University may cover restaurant/cafe expenses up until DKK 650 per person including beverages and V.A.T. The IT University does not cover expenses for tips in Denmark.

Who approves my expenses?

19. Entertainment expenses are subject to the usual approval procedures applying to electronic invoices and outlay claims.

20. The Head of Finance may pre-approve deviations from the rules if exceptional or extraordinary circumstances call for this. You must enclose written approval from Head of Finance with the credit vouchers.

How do I document my expenses?

21. The Danish tax authorities have more stringent documentation requirements for entertainment expenses. Documents concerning entertainment expenses must contain information on the purpose of the arrangement/event and who attended it. You may write the information on the documents themselves, or enclose separate documents such as meeting summons, list of participants and the like.

22. If you do not provide the required documentation or your expenses exceeds the limitations in this document, you may be required to pay the additional expenditure, i.e. ITU will forward an invoice to you.

Where can I find more information?

23. You will always find the current version of the rules at **en.itu.dk** under *Invoicing and Financial Instructions*

24. If you have questions regarding entertainment expenses, you are welcome to contact Accounting in 2D11.

25. The Head of Finance approves the rules for entertainment expenses.