**Gifts and Hospitality Registration Form**

*Note: The Anti-Corruption and Bribery Policy requires this form to be submitted to your Faculty Manager/Divisional Head for any gifts and hospitality given or received with an estimated monetary value in excess of £100. In addition, the written approval (which includes by e-mail) of your line manager is required for any gifts or hospitality given or received with an estimated value in excess of £500.*

**This form should be submitted within 28 days of the gift or hospitality.**

Name: ……………………………………………………………………

Faculty/Professional Service: ……………………………………………….

E-mail address: ……………………………………………………………….

**Gifts**

1. Date: …………………………………..

2. Estimated Monetary Value...................

3. Identity of other party and relationship to University

………..………………………………………………………………………………………………………

4. Given/Received …………………………………………

5. Purpose of gift

………………………………………………………………………………………………………………..

**Hospitality**

1. Date: …………………………………..

2. Estimated Monetary Value...................

3. Identity of other party and relationship to the University

……………………………………………………………………………………………………………………

4. Given/Received ................................

5. Purpose of hospitality

……………………………………………………………………………………………………………………..

6. Who else attended the event?

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If the value of the gift or hospitality was in excess of £500, please confirm that it was approved in writing (which includes by e-mail) by your line manager and provide details below. For gifts or hospitality worth less than £500, please confirm whether or not your line manager was aware of the gift or hospitality being registered.

………………………………………………………………………………………………………………………

Signed: …………………………………………

Dated: …………………………………………..