APPENDIX D conferences/presentations funded by commercial organisations

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 DECLARATION OF THE TRAVEL OFFERRED / RECEIVED** | | | | | | | | | | | | | | | | |
| * Travel offered for conferences/presentations funded by commercial organisations are reportable but not a gift - if given to Department/school for official business or educational purposes.   A property gift with a value of $1 000 or more cannot be retained for personal use. For such a gift, the recipient needs only to complete Part 1 of this form and forward it to the approving officer to determine how the gift is to be dealt with. | | | | | | | | | | | | | | | | |
| Recipient’s Details |  | |  | | | | |  | |  | | | | | | |
| Name | | Position | | | | | Level | | Directorate/School Learning Area | | | | | | |
| Travel Details |  | | | | | | | | | | | | | |  | |
| Description | | | | | | | | | | | | | | Value | |
| Offerer / Giver’s Details |  | | | |  | | | | | | | | | | | |
| Name of Organisation | | | | Does the offerer/giver have any commercial relationship with the Department/school? Yes or no. If Yes, what is the nature of the relationship? | | | | | | | | | | | |
| **PART 2 APPLICATION TO ACCEPT THE TRAVEL FOR DEPARTMENTAL USE** | | | | | | | | | | | | | | | | |
| Tick the appropriate box | | | | | | | | | | | | | | Date Offered / Received | | |
| I have been offered the Gift but have not accepted it yet. | | | |  | | I have received the travel. | | | | | |  | |  | | |
| I confirm that the details provided above are true and correct. I believe that the acceptance of the travel and associated costs will not place the Department/school or myself under any obligation to the offerer/giver. I wish to seek approval to accept the travel for departmental use. | | | | | | | | | | | | | | | | |
| Recipient’s Signature | |  | | | | | | | Date | | | |  | | | |
| **PART 3 APPROVAL AUTHORITY**  To be completed by the appropriate approving officer (see gift policy for approval authority) | | | | | | | | | | | | | | | | |
| If the travel is accepted would it place the intended recipient in a position of actual, perceived or potential conflict of interest? (Yes or No)  If yes, approval should not be given. If in doubt, seek advice from Professional Standards and Conduct. | | | | | | | | | | | | | | | |  |
|  |
|  |
| **Application to accept the travel for departmental use is** (approved or not approved) | | | | | | | | | | | | | | |  | |
| (Give reason/s for the decision) : | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| If approval is not given, indicate how the travel offer is to be dealt with: | | | | | | | Approving Officer’s Details: | | | | | | | | | |
| 1. Returned / Declined prior to receipt | | | | | |  | Name | | | |  | | | | | |
| 1. Retained for use by business unit / school | | | | | |  | Position | | | |  | | | | | |
| 1. Other (specify) |  | | | | | | Signature | | | |  | | | | | |
|  |  | | | | | | Date | | | |  | | | | | |

**Registration Procedures**

Central and regional offices: Scan the completed form and save it in TRIM Folder No: F12/0012717. Business unit must retain the original copy in accordance with the Department’s Records Management policy.

Schools: Forward the original completed form to the Manager Corporate Services for retention in the ‘Conferences/Presentations Funded by Commercial Organisations’ Register. All relevant details must be recorded in the Summarised Register.

**FBT Assessment**

If the value is or greater than $300 and is approved to retain for departmental use, email a copy of this form to Taxation Team Leader (BCS) at doetax@education.wa.edu.au for FBT assessment