

## APPENDIX C. ATTENDANCE AT CONFERENCES/EVENTS HELD BY EXTERNAL ORGANISATIONS DECISION GUIDE

Where an event is mostly work related it would be considered a work expense however if it mostly social it would be deemed a private employee expense. Refer to scenarios below for guidance.

SCENARIO (HELD BY EXTERNAL ORGANISATIONS)	Key Considerations	Mostly work related?	Mostly social / private?
		(Ticket may be paid by School / Dept)	(Ticket Paid by Employee)
1. <b>Conference: <u>combined package for PD and social event</u><sup>1</sup> eg sundowner or dinner.</b>	<ul style="list-style-type: none"> <li>• PD is the main event</li> <li>• Registration costs are all inclusive (may show the cost of the dinner for information only).</li> <li>• Same charge applies whether employee attends social event or not.</li> <li>• Social component is sponsored by an external agency or memberships fees.</li> </ul>	Yes	No
2. <b>Conference: <u>optional packages split between PD and social event</u><sup>1</sup> eg sundowner or dinner.</b> <sup>2</sup>	<ul style="list-style-type: none"> <li>• PD is the main event and majority of the ticket price.</li> <li>• Split registration costs available.</li> <li>• Option to pay lesser amount if not attending the social event.</li> <li>• Social component is covered by ticket price.</li> </ul>	(i) Yes for PD only (ii) Yes for PD + dinner/sundowner . <b>(iii) No if employee elects social event only without PD</b>	Yes  <i>if employee elects dinner/sundowner only without PD</i>
3. <b>Short PD with some networking</b>	<ul style="list-style-type: none"> <li>• PD time is greater than the networking time.</li> <li>• Clear work-related benefit to the Department</li> </ul>	Yes	No
4. <b>Discrete Award events.</b> <sup>2</sup>	<ul style="list-style-type: none"> <li>• No PD, primarily celebratory event.</li> <li>• Standalone breakfast / lunch / sundowner /dinner.</li> </ul>	No	Yes
5. <b>Social function</b>	<ul style="list-style-type: none"> <li>• No PD, primarily a social networking event.</li> <li>• Standalone breakfast / lunch / sundowner /dinner.</li> </ul>	No	Yes

**Notes:**

**1 Social /events:**

- Reason for social event may include networking and / or employee awards
- May be combined with PD or standalone events.
- Where a networking event is largely social in nature, they are usually funded by members themselves or as part of a sponsor contribution.

**2 Award events:**

- Does not apply to award events held by the Department of Education