



HITRANS CORPORATE HOSPITALITY POLICY



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1. Purpose

This policy provides guidance on the provision of corporate hospitality by HITRANS, ensuring it is conducted in a responsible, proportionate, and transparent manner. Hospitality offered by HITRANS should support business objectives, foster constructive relationships, and comply with standards of public accountability.

2. Scope

This policy applies to all HITRANS staff, Board Members, and partners involved in business-related hospitality on behalf of the organisation.

3. Definition of Corporate Hospitality

Corporate hospitality refers to the provision of meals, refreshments, or entertainment by HITRANS to external stakeholders or partners in the course of official business. It may include:

- Business-related dinners associated with HITRANS Business Activity e.g. the Partnership Board Meeting
- Hospitality linked to Externally Funded Project Meetings e.g. UKRI and EU projects
- Occasional business dinners with partners or key stakeholders

Note: This policy does not apply to general staff travel, accommodation, or meal expenses, which are governed under the Staff and Members Travel and Subsistence Policy.

4. Principles of Hospitality

All hospitality provided must be:

- **Proportionate** – modest in scale and appropriate to the occasion
- **Transparent** – clearly documented and justifiable
- **Infrequent** – hospitality should not be routine or excessive
- **Business-related** – directly connected to HITRANS activities and partnerships

5. Alcohol

- Reasonable expenditure on wine or drinks with meals is permitted only when accompanied by a meal.
- Alcohol must not be purchased or reimbursed separately from a meal.
- Excessive or high-value alcohol purchases are not permitted.

6. Approval and Recording Requirements

All hospitality events must be approved in advance by the Senior Management Team (SMT).

A Corporate Hospitality Register will be maintained to record all hospitality provided, including:

- Date and location of the event
- Purpose of the hospitality
- Attendees (internal and external)
- Items/hospitality provided
- Cost
- Authorising SMT member

This register will be regularly reviewed to ensure compliance and may be made available for audit purposes.



7. Responsibilities

- Staff and Members must ensure all hospitality provided aligns with this policy and is pre-approved.
- Senior Management Team is responsible for reviewing and authorising hospitality and maintaining oversight of the Hospitality Register.
- Project Officer (Finance) will maintain the register and ensure supporting documentation is retained for audit and reporting.

8. Breach of Policy

Any breach of this policy may result in disciplinary action and/or recovery of costs, in accordance with HITRANS internal policies.



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