**Guidelines for internal meetings, expenses for representation, receptions and academic arrangements at the Department of Dentistry and Oral Health, IOOS, AU**

Økonomi/HR November 28, 2019

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| **Internal meetings** | There can be no expenses for food and certain beverages (with the exception of water, coffee/tee) in connection with internal meetings, for example department meetings, section meetings, team meetings, workgroup meetings, project group meetings and the like. |
| **Representation expenses** | Representation expenses with external participants is permitted to a limited extent and only one participant from IOOS is permitted. This participant must be a person of academic relevance.  If as an exception, it is necessary with more than one person of academic relevance this must be approved by the head of department beforehand. This applies for dinners for guest lecturers, honorary doctors and the completion of larger committee work, including assessment committee.  Expenses for wine and beer must be kept at an absolute minimum. Expenses for spirits is not permitted.  When approving representation expenses, the occasion and full names and affiliation of the participants must be stated.  For all representation expenses with external guests, including food at examinations with external co-examiners, a requisition, which has been signed by the head of department beforehand, must be included.  The expenses must be kept within the budget of the department/centre/main area/area of the deputy director.  The maximum amount for lunch is DKK 450 and the maximum amount for dinner is DKK 800 per person including beverages.  It is the head of department/centre leader/deputy director who approves the  representation expenses, as set within the amount limit of expenses stated. Deviation from this **cannot** take place without prior approval of the dean or the university director. |
| **Receptions** | Receptions can be held in connection with:   * Personal jubilees (after 25 and 40 years of employment) * Resignation after long-term employment (usually at least 15-20 years). * Defence of a thesis * Defence of a PhD thesis   Receptions in connection with jubilees, resignation etc. must be in agreement with the nearest leader. The maximum amount is DKK 85 per person for receptions.    Expenses in connection with the arrangements must be kept at the section where the person in question is or has been employed, if it concerns a unit with an annual income. Otherwise, the expenses are settled with the head of department.  To minimise the time that is marked out for planning and holding receptions it is recommend that food is catered externally.  For further questions, ask the head of department. |
| **Academic arrangements** | The department management team must approve academic arrangements with food and excursions beforehand. |
| **Useful links** | [Budgetvejledning 2016](https://www.fm.dk/publikationer/2015/budgetvejledning-2016)  [Regnskabsinstruks for Aarhus Universitet](https://medarbejdere.au.dk/administration/oekonomi/regnskab/)  [God adfærd i det offentlige](https://modst.dk/media/17886/god-adfaerd-i-det-offentlige_web.pdf) |
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