



Gift Voucher Policy

Purpose

The purpose of this policy is to set out the guidelines and procedures for the purchase and distribution of gift vouchers acquired with University funds and identify where it is appropriate and necessary in particular circumstances. In line with best practice, Trinity College Dublin, the University of Dublin seeks to manage these costs in an open and transparent manner to ensure value for money and safeguarding the use of public funds. As cash-equivalent instruments, gift vouchers (including book tokens) are governed by Revenue obligations and internal control requirements.

Gifts Vouchers to Employees

There may be rare circumstances where it is appropriate to reward a staff member with a gift voucher. These circumstances must result in a benefit to the University and are at the discretion of the manager approving the purchase and distribution of the gift voucher. Any gift voucher purchased with University funds and given to an employee must not exceed €500.

The Revenue Commissioners allow a “€500 small benefits” relief which applies to a one off benefit not exceeding €500 during one calendar year. If a single voucher of €500 is given to an employee in the year, the value of the voucher can be disregarded for PAYE/PRSI purposes. However, if two vouchers of €100 are given to an employee then the second voucher falls into the tax net and PAYE/PRSI must be applied. If PAYE/PRSI is due to be applied, then the department providing the gift voucher is responsible for contacting Payroll Services with the notional value to be taxed.

Gift Vouchers to Students

Gift vouchers for students can be used in the following circumstances:

- Prizes
- Volunteering
- Gifts

There should be a benefit to the University by distributing these gift vouchers and it is at the discretion of the School approving the purchase. It is recommended that gift vouchers to students are within the €10-€50 range. Gift vouchers cannot be provided in lieu of payment for work. All payments for work done must go through Payroll Services in HR.

Gift Vouchers to Research/Medical/Survey Participants

Gift vouchers to participants in research studies, medical assessments for student exams or survey participants are allowed in certain circumstances where there is a benefit to the University. The purchase of gift vouchers is at the discretion of the School approving the purchase. It is recommended that they are no more than €50 in value.

Gift Vouchers to Non-Employees

Gift vouchers to non-employees should be on a one-off basis in certain circumstances where there is a benefit to the University and are recommended to be no more than €50 in value. They should only be provided in exceptional circumstances such as volunteering or work experience. Gift vouchers cannot be given in lieu of payment for work e.g. guest lecturers must be paid via a “Non-Staff Payments Requisition Form” for a “one-off lecture” but must go through casual payroll for a series of lectures. All payments for other types of work done must go through Payroll Services in HR.

Gift Voucher Log

Once gift vouchers are purchased and issued, the relevant department is responsible for retaining the following information in relation to the gift voucher disbursement:

1. Name of recipient
2. Date of distribution
3. Recipient Status (Employee, Student, Research/Medical/Survey participant, Other)
4. Trinity Employee or Trinity Student Only – Staff number or Student number required
5. Amount of Gift Voucher Awarded
6. Recipient Signature/Initials
7. Staff only – must report if they have received any other gift vouchers from the University during the calendar year. This section is mandatory for staff and must not be left blank.

Detailed instructions on completing the gift voucher log are available in Appendix I on page 3. The gift voucher disbursement log is available in Appendix II on page 4 and should be completed upon each purchase of gift vouchers. It is the responsibility of the issuing area to return a copy of the Gift Voucher Log to Accounts Payable, Financial Services Division, by 10th of the following month.

If there is any indication that an employee has received more than one gift voucher or a gift voucher valued at more than €500 during the calendar year then the department is responsible for contacting Payroll Services to ensure that PAYE/PRSI is applied correctly.

Control and Use of Gift Vouchers

Gift vouchers should be kept under lock and key at all times when purchased in advance to ensure appropriate physical security and to protect from theft and loss. Access to the gift vouchers and keys to the locked areas should be limited to the individual(s) responsible for the safekeeping of the gift vouchers.

Gift vouchers should only be used in limited and appropriate circumstances where there is a benefit to the University. There is a reputational and financial impact if gift vouchers are used inappropriately and the approving manager must take full responsibility for the purchase and distribution of gift vouchers.

Effective Date

The gift voucher policy will be effective in early 2016 once approved by the Board. The policy will be published on the Financial Services Division website and communicated via e-mail to all staff and through Deans and Chief Officers for dissemination in their faculties/divisions.



APPENDIX I

Completing the Gift Voucher Disbursement Log:

- Enter the Department Name that purchased the gift vouchers
- Enter the Name of the Contact Person or Principal Investigator who can be contacted if further information is needed
- Enter the name of the Event/Program/Reason for gift vouchers
- Enter the Purchase Order Number which the gift vouchers were purchased on
- Keep a separate log for each Purchase Order Number
- Record the gift voucher number and value for each gift voucher
- Enter the name of the person receiving the gift voucher under Recipient Name
- Enter the date of distribution
- Indicate whether the individual is an employee, student, research/medical/survey participant or has no Trinity affiliation (Other)
- If the recipient is an employee or student, record the staff number or student number of the recipient
- Ask the person receiving the gift voucher to sign their name in the signature field
- All staff members must record whether they have received other gift vouchers from the University during the calendar year. This section is mandatory and cannot be left blank. The staff member must indicate "NONE" if they have not received any other gift vouchers
- Once the log is complete, the individual filling out the log should sign where indicated

The Department is required to reconcile all gift vouchers purchased. For example, if a department purchases 5 gift vouchers for €50 but only disburses 2 gift vouchers, their disbursement log should reflect that 3 gift vouchers still remain open. When the department disburses the remaining gift vouchers, the log should be amended to reflect this. It is the responsibility of the issuing area to return a copy of the Gift Voucher Log to Accounts Payable, Financial Services Division, by 10th of the following month.

As previously stated, if there is any indication that an employee might receive more than one voucher or a gift voucher valued at more than €500 during the calendar year then the department is responsible for contacting Payroll Services to ensure that PAYE/PRSI is applied correctly.

Appendix II

This form must be completed to record the distribution of gift vouchers purchased by the Department. The completed log must be retained indefinitely for audit purposes. A copy of the Gift Voucher Log must be sent to FSD by the 10th of the following month. Vouchers must be distributed in accordance with the Gift Voucher Policy.

Department	
Cost Code	
Oracle PO Number	
Approver	
No. of Gift Vouchers	
Total Value of Gift Vouchers Purchased	€

Contact information in case of query (e.g. name and email address or extn.):
Event Name/Reason for Purchase of Gift Vouchers

Recipient name	Date of Distribution	Recipient status:Employee, Student, Research Participant, Other	Staff or Student number	Gift voucher value €	Recipient signature (or witness in the case of certain research participant)	Staff Only: Details of other gift vouchers received during the current calendar year. If NONE then please indicate this.
			Total:	€		

	Name	Extension	Signature
Prepared by			
Checked by			

FOR FSD AUDIT USE ONLY		
PO verified and attached		
Invoice verified and attached		
Are all vouchers accounted for?		
Were Student vouchers within the recommended limit?		
Were Student vouchers in lieu of work done?		
Were Research participant vouchers within the recommended limit?		
Were non employee vouchers within the recommended limit?		
Were non employee vouchers in lieu of work done?		