

# Gifts and Hospitality Frequently Asked Questions

This document should be read alongside the Procedure for Gifts and Hospitality which can be found [here on the School's Website](#).

Please follow this link for the [Online Gift and Hospitality Register](#)

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**Can't see your question here? Please email [ethics@lse.ac.uk](mailto:ethics@lse.ac.uk)**

### *How do I estimate the value of this item?*

It may be difficult to estimate the value of an item that you have been given. To give a rough idea search the internet to find the value of a similar item. It might be useful to think about whether you believe the value of the item falls over the thresholds of £50 or £100 or £250 and include an estimation of the value. If you would like another opinion, please seek advice from the Ethics Manager ([ethics@lse.ac.uk](mailto:ethics@lse.ac.uk)).

### *It wasn't possible to seek approval before acceptance what should I do?*

Sometimes it is not possible to gain approval in advance, either where you were not expecting the donor or supplier to pay for a meal or the expected value was not known in advance. In such cases you should seek approval as soon as possible after the event and log this on the online register.

### *What if a supplier offers me training?*

Offers of hospitality from suppliers can sometimes be offered as networking, training, a seminar, event, product launch etc, often at high-profile venues. Staff should seek guidance from their line manager before responding to such invitations.

*Can I accept a cup of coffee from a student?*

It is perfectly acceptable to accept a modest offer of hospitality, such as tea, coffee, etc, during the course of interaction with those that may offer hospitality, including students. Staff should use their judgment as to what might constitute an abnormal level of offers over any given period, and to consult their line manager if they have concerns.

*A graduate has sent me a high value gift what should I do?*

Where possible high value gifts should be politely declined. If you are sent a high value gift it should be returned where possible with an explanation of School procedures. In some instances, such as a food hamper or case of wine, it may be possible to seek approval to share the gift with colleagues. Approval may also be sought to include the item in a raffle.

*Should I accept a meal before a viva?*

If you think that anything could be construed as bribery by a reasonable person and/or by anyone connected with the School, you should refuse it.

*I am connected to more than one unit? Whose authorisation should I seek?*

It doesn't matter which area you report to if you have line managers in different units. It makes sense to report to the one most closely linked to the circumstances in which the offer was made, but the important thing is that approval is sought where necessary and the offer is recorded in a register somewhere in the School.

*What is the School's policy on bribery?*

The School has a Policy against Bribery and Fraud which can be found on the Policies and Procedures pages of the website at [LSE Policy against Bribery and Fraud](#)

*I have been offered a "prize"; can I accept it?*

Staff should not accept monetary gifts, however academic prizes may be acceptable if a fair and transparent process has been followed. If in doubt, consult your line manager or relevant approver.

*Can students be given cash rewards?*

Some Departments arrange student prizes where students receive vouchers or prize money in recognition of their achievements. The prizes and the process for awarding these should be fair and transparent and agreed by the Department.

*Do I pay tax on gifts and hospitality?*

Accepting a gift may give may incur a personal tax liability, Finance Division can advise on specific cases.

**Other related policies:**

[Financial Regulations](#)

[Policy against Bribery and Fraud](#)

[Conflict of Interest Policy](#)

[Travel, Subsistence and Personal Expenses Policy and Procedures](#)

**Last updated:** December 2021