Official Catering Event Booking and Payment Policy

This revised booking and payment policy is effective from 3 November 2017. The revision aims to simplify the payment procedures and improve the efficiency in settling payment by the University for official catering events provided by on-campus caterers.

A new on-line Catering Event Booking and Payment Form (the Form) is now available along with this revision. It would be filled out only by the authorized persons (bookers) whom are nominated by department/office heads.

In this initial stage, the Policy is only applied to 3 restaurants: China Garden, UC Bistro cum Unibar and UniQue. To book those restaurants for official events, the bookers should note the following procedures:

(i). All official bookings could be made 18 months prior to the event date. The bookers may call the restaurants to check the availability of seating/venues, and they should inform the restaurants that the bookings are for official events requiring settlement by the University.

(ii). If seating/venues are available, the restaurants will hold the bookings for 2 working days. Within the period, the bookers need to submit the Form to the restaurants. If the bookers fail to do so, the bookings will be cancelled accordingly.

(iii). The bookers are required to specify in the Form the department/project accounts to which the catering expenses will be charged and
the estimated budget for the events. A copy of the Form will also be sent to the Budget Controllers for their information and records.

(iv). The restaurants will send confirmations through email to the bookers for record. If there are any changes of booking details, bookers should fill out amendment form to inform the restaurants.

(v). After the meal, the hosts of event are required to sign the invoices after the meal. The restaurants will then present all the related documents (the Forms and the signed invoices) to Finance Office (FO) to settle payment.

(vi). If the actual invoice amount is over the estimated budget filled in the Form, FO will seek further endorsement from the booker to settle the payment.

(vii). Ad hoc booking may still be accepted if seats are available. However, without submitting the Form, the host of event will be required to settle the payment right after the meal/event and arrange reimbursement afterwards.

(viii). Restaurants DO NOT offer credit to hosts/users without submitting the Form.

**Important**

- *The bookers are not just authorized to book restaurant seats/venues only but also charge the catering expenses to the departmental/project accounts of their departments/offices.*

- *The bookers are required to declare in the Form that they have obtained approval from the Budget Controllers to charge the catering expenses to their accounts and FO will not verify with the Budget Controllers again before settling payments to the restaurants.*

- *The Department/Office heads may revise the nominations any time if needed.*