

# Gifts and Hospitality

Declaration of Offer/Receipt of Hospitality or Gifts or Ticket Purchased at Destination

This form is to be completed by all Board Members under offer of or in receipt of any form of gift or hospitality as described in sections 3.2 to 3.8 of the Gifts and Hospitality Policy.

**Board Members declaration please ✓ if appropriate [✓]**

In making this declaration I certify that I have read and understood the Gifts and Hospitality Policy as set out in Mobility and Access Committee for Scotland's Memorandum of Understanding:

Your name:	
Your signature:	
Date of completion:	

## Hospitality

Description:			
Date attended:			
Donor:			
What action are you requesting? e.g. authorisation to attend			
Authorisation by Secretary		Date:	

## Gifts

Description:			
Date donated:			
Donor:			
Action:	OFFER / RECEIPT (delete as appropriate)		
Authorisation by Secretary		Date:	

On completion, signing and having sought the correct authorisation please return to:  
Mobility and Access Committee for Scotland's Secretariat.

*For Scottish Government use only:*

*Entered in register by:*

*Entry No:*

*Date:*