

Ordnance Survey register of gifts and hospitality

Chair CO Director DG FIN & CS GeoPlace IS NED OPS OSI OSL P&I SMD

Month

Year

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
	Director	5418	Nil	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

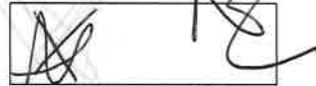
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				£			
				£			
				£			
				£			
				£			
				£			

NOTES:

- 1 Authoriser should be asked to initial this form monthly.
- 2 Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace).
- 3 Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook.
- 4 Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.

Authoriser's initials



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11/07/2016	Andrew Loveless	6911	Invitation to 10 Downing Street - Reception to Welcome home Tim Peake	£40	10 Downing Street	Unable to attend	
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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05/08/2016	Clive Mosey	1511	Nil	£00			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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02/08/2016	David Henderson	7312	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			

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11/07/2016	Nick Giles	2201	invitation to 10 Downing Street - Reception to Welcome home Tim Peake	£40	10 Downing Street	Unable to attend	
				£			
				£			
				£			
				£			
				£			
				£			
				£			

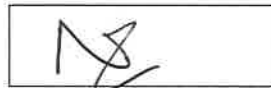
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				£			
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02/08/2016	Will Davies	3416	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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1/8/2016	Nigel Clifford	2211		£			<i>UJM</i>
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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KFM