



**An Rannóg Seirbhísí Airgeadais
Financial Services Division**

Gift Voucher Policy

Version 2.0

(For internal use only)



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Gift Voucher Policy

1. Context

There may be circumstances where it is appropriate to reward an employee, student, non-staff member or participant in a research/medical/survey with a gift voucher.

As cash-equivalent instruments, all gift vouchers (including book tokens) purchased using University funds are governed by Revenue obligations and internal control requirements.

2. 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.

3. Benefits

The benefit of the policy is to provide users with a clear set of principles and guidelines which should be followed to ensure that employees in receipt of gift vouchers do not inadvertently become liable to additional payroll taxes.

4. Scope

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 be less than €1,000.

Generally, where an employer provides a voucher or other incentive to an employee it is subject to Pay As You Earn (PAYE), Pay Related Social Insurance (PRSI) and Universal Social Charge (USC). However, the Revenue Commissioners allows a *Small Benefit Exemption* which applies to a maximum of two one-off benefits not exceeding €1,000 in aggregate during one calendar year per employee.

This means that a voucher or incentive may be given to an employee without giving rise to a charge to tax where certain conditions are met.

If a single voucher of €1,000 or two vouchers up to the maximum value of €1,000 is/are given to an employee in the year, the value of the voucher(s) can be disregarded for PAYE/PRSI purposes.



However, if more than two benefits are given in a year, only the first two may qualify for tax exemption. For example, if three vouchers of €100 are given to an employee in a calendar year, then the third 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.

In the event that a gift voucher is rewarded to a student, who is under the age of 18 years, for example such as volunteering, prizes, or participation in a research survey, then the reward should be made with the knowledge of the parent or guardian.

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 provided in lieu of payment for work. All payments for work done must go through Payroll Services in HR.

In the event that a gift voucher is rewarded to a non-employee, who is under the age of 18 years, for example such as volunteering, prizes, participation in a research survey, or work experience, then the reward should be made with the knowledge of the parent or guardian.



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. TCD Employee or TCD 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 7. The Gift Voucher Disbursement Log is available in Appendix II on page 8 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 Disbursement Log to APQuery@tcd.ie, Financial Services Division, by 10th of the following month.

If there is any indication that an employee has received more than two gift vouchers or a gift voucher valued at more than €1,000 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 approver must take full responsibility for the purchase and distribution of gift vouchers.

5. Principles

In line with best practice, Trinity College seeks to manage the costs related to purchase of gift vouchers in an open and transparent manner to ensure value for money and safeguarding the use of public funds.



6. Responsibility and Implementation

The Faculty Deans have overall responsibility for their Faculties and each School/TRI under their remit. The Faculty Dean may at his/her discretion devolve all or part of this responsibility to the Heads of School/Directors of TRI or other person(s). Where the Faculty Dean devolves financial responsibility in part or in full within a unit, control needs to be maintained by that person who is accountable to the Faculty Dean. Final accountability and responsibility shall remain with the Faculty Dean.

7. Related Documents

Details of the Revenue Commissioner's Small Benefit Exemption can be found at <https://www.revenue.ie/en/employing-people/benefit-in-kind-for-employers/valuation-of-benefits/small-benefit-exemption.aspx>

Also refer to Revenue Commissioner's *Tax Duty Manual Part 05-01-01e The Small Benefit Exemption (SBE)* updated in November 2022 can be found at

<https://www.revenue.ie/en/tax-professionals/tdm/income-tax-capital-gains-tax-corporation-tax/part-05/05-01-01e.pdf>

8. Document/version Control for New Policies

Approved by: Board

Date policy approved: 23 March 2016

Date of next review: 2022/23

Officer responsible for review: Chief Financial Officer

Document Control for Revised Policies

8.1 Date of initial approval: 23 March 2016

8.2 Date revised policy approved: 22 February 2023

8.3 Date policy effective from: 22 February 2023

8.4 Date of next review: Academic Year 2024/2025



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/Programme/Reason for gift vouchers
- Enter the Supplier Name/Number that the gift vouchers were purchased on
- 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 TCD 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 Disbursements Log to APQuery@tcd.ie, Financial Services Division, by 10th of the following month.

As previously stated, if there is any indication that an employee might receive more than two vouchers or a gift voucher valued at more than €1,000 during the calendar year then the department is responsible for contacting Payroll Services to ensure that PAYE/PRSI is applied correctly.



Appendix II

Financial Services Division, Trinity College Dublin, the University of Dublin

Gift Voucher Log

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	
Supplier Name	
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: €		

Prepared by	Name	Extension	Signature
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?		



APPENDIX III

Reward of TCard credit in lieu of external gift vouchers or incentives

In the circumstances whereby it is deemed appropriate to reward TCard credit to a staff member or student, instead of an external gift voucher or incentive, the provisions of the Gift Voucher policy apply in full. The limits deemed appropriate by the Policy also apply.

It is recommended that TCard credit that is rewarded to students is within the €10-€50 range.

Where TCard credit is being rewarded to an employee, the limits set out in the Revenue's Small Benefit Exemption will apply (Revenue Commissioner's Small Benefit Exemption can be found at <https://www.revenue.ie/en/employing-people/benefit-in-kind-for-employers/valuation-of-benefits/small-benefit-exemption.aspx>

Also refer to Revenue Commissioner's Tax Duty Manual Part 05-01-01e The Small Benefit Exemption (SBE) which can be found at;

<https://www.revenue.ie/en/tax-professionals/tdm/income-tax-capital-gains-tax-corporation-tax/part-05/05-01-01e.pdf>

However, due to the nature of the TCard, and the fact that it can only be utilised to pay for a range of services across the campus, it is recommended that TCard credit rewarded to an employees electronic purse is kept within the €50-€100 range.

Where a department deems that it is more appropriate to reward TCard Credit to an employee instead of third-party gift vouchers or incentives, then the value of the TCard credit rewarded must be included on the Gift Voucher Log.

TCard credit can be arranged by placing an order with the internal trade supplier TCD CRU in Oracle, category code XM. The contact email for TCard queries is tcard@tcd.ie.