PRIFYSGOL ABERYSTWYTH UNIVERSITY 1872

# Cais am Lletygarwch Ychwanegol
## *Request for Additional Hospitality*

**H2**

- Pan gynigir lletygarwch i aelodau o sefydliadau allanol neu arholwyr, cymhareb arferol staff i ymwelwyr yw 1:1 a chyfyngir gwariant i 1.5 gwaithy cyfraddau cynnal cyfredol. (i.e. Cinio £10 x 1.5 = £15, Swper £25 x 1.5 = £37.50)
- Bydd angen awdurdod y Cyfarwyddwr Cyllid os eir dros y terfynau hyn trwy lenwi cais am letygarwch ychwanegol.
- Dylai'r ffurflen hon gael ei chwblhau a'i dychwelyd i'r Adran Gyllid i'w cymeradwyo **CYN** y digwyddiad yn cael ei drefnu.

- *When hospitality is offered to members of external organisations or examiners then the accepted ratio of staff to visitors is 1:1 and expenditure is limited to 1.5 times the current subsistence rates. (i.e. Lunch £10 x 1.5 = £15, Dinner £25 x 1.5 =£37.50)*
- *Any departure from these limits requires the authority of the Director of Finance by completion of a request for additional hospitality.*
- *This form should be completed and returned to the Finance Department for approval **BEFORE** the event is arranged.*

Dyddiad / *Date*: _____ Lleoliad / *Location*: _____

Diben yr Lletygarwch / *Purpose of Hospitality*:

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### Costau Amcangyfrifedig / *Estimated Costs*

Y Pen / *Per Head*: _____ Cyfanswm / *Total*: £_____ *Gorhymyn Gwaith / Work Order*: _____

### Yn Bresennol / Persons in Attendance

| Aelodau o Staff y Brifysgol | |
|---|---|
| **Enw / Name** | **Adran / Department** |
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| Ymwelwyr / Guests | |
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| **Enw / Name** | **Sefydliad / Organisation** |
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**Cymeradwyo / *Approval***

Llofnod Pennaeth yr Adran / *Head of Dept. Signature*: _____ Dyddiad / *Date*: _____

Llofnod Cyfarwyddwr Cyllid / *Director of Fin Signature*: _____ Dyddiad / *Date*: _____