

SECRETARY-GENERAL'S BULLETIN NO. 29

To: Members of the Staff of United Nations

INSTRUCTIONS REGARDING HOSPITALITY EXPENSES

1. Purpose

The purpose of these instructions is to define clearly what expenditures for hospitality are authorized and to establish limits therefore.

2. Authority and Responsibility

Limited funds will be allotted to each Department of the Secretariat for hospitality expenses. Use of these funds is restricted to senior staff members who do not receive representation allowances, but who are authorized, in the discharge of official duties, to entertain.

It is essential that great care be exercised in the incurrence of such expenses in order that each Department may operate within its allotted funds.

Each Assistant Secretary-General, rather than the Executive Officer, is asked to control hospitality expenses which are charged to his allotment. For intra-Departmental control he will establish a list of names of the people under his jurisdiction who are currently authorized to incur such expenses. In each instance of hospitality expenditure, the prior approval of the Assistant Secretary-General will be obtained. The Assistant Secretary-General will approve each voucher before it is submitted for payment.

3. Type of Expenses Allowed

Hospitality expenses to be paid by the United Nations must have been incurred in the interests of the United Nations.

Circumstances may on occasion make it necessary to meet for business

purposes at meals and to offer hospitality to individuals, for example, to persons who are voluntarily assisting the United Nations without compensation or expense allowances. Except as provided in the following paragraph, expenses shall not exceed \$2.50 for luncheon and \$4.00 for dinner (including drinks and tips) per guest. Tips should not exceed 15% of the net bill. As members of the staff are expected to assume a reasonable share of their own food bills, the allowance shall be \$1.50 and \$2.00 respectively for the host. When hospitality is extended between mealtimes, the expenses shall not exceed \$1.50 per guest and \$1.50 for the host.

In exceptional circumstances only, where in the opinion of the appropriate Assistant Secretary General the limitations specified in the paragraph immediately preceding are too restrictive, the Assistant Secretary-General may grant prior approval for expenditure at a higher scale.

Expenses incurred for the entertainment of staff members of the United Nations Secretariat will not be allowable as hospitality expenses. Except for the most important negotiations, hospitality expenses will not be incurred for the entertainment of salesmen or representatives of vendors, lessors or contractors.

4. Method of Securing Payment

Hospitality expenses shall be paid in the first instance by the staff member who incurred the cost. In no case shall a restaurant or other party be instructed to bill the United Nations.

Using Form F/10, the person who has been authorized by an Assistant Secretary-General to incur hospitality expense may submit his claim for reimbursement to the Assistant Secretary-General for his approval of the expenditure and then to the Comptroller of the United Nations, whose office will make the reimbursement payment.

Such claims shall be submitted within one week after the expense was incurred; or, in the case of officers in travel status away from their headquarters, within one week of their return to their headquarters. Generally claims should not be submitted more often than once each week.

Vouchers on which claim is made for reimbursement of hospitality should not include non-hospitality expenditures.

Expenses must be itemized for the individual items of expenditure such as luncheon, dinner, and between meals hospitality. Names of the persons receiving the hospitality must be listed, together with their positions and organizations.

The amount of allotments for hospitality expenses will control the number of claims which can be allowed. Since allotments are normally given to cover a full three months' requirement, Assistant Secretaries-General should have each claim recorded to insure that funds allotted for this purpose will not be exhausted before the end of the fiscal quarter.

6. Applicability

With the exceptions noted below, these instructions shall apply to all members of the Staff of the Secretariat or other personnel attached to the Secretariat, who are authorized to incur expenses by an Assistant Secretary-General, regardless of the office or branch to which they are attached.

The exceptions are:

- (a) Persons receiving representation allowances, and
- (b) Persons specifically authorized in their contract of employment to receive an allowance for hospitality expense.

In the case of the Secretary-General's Office, the designation "Assistant Secretary-General," wherever it appears in these regulations, shall mean the Executive Assistant to the Secretary-General.

By direction of the Secretary-General:

J. B. Hutson
Assistant Secretary-General for
Administrative and Financial Services