

UNITED NATIONS

SECRETARIAT

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3 April 1970

## ADMINISTRATIVE INSTRUCTION

To: All heads of departments and offices;  
all executive officers and administrative officers;  
Director-General, United Nations Office at Geneva; Secretary-General, UNCTAD;  
United Nations High Commissioner for Refugees; Executive Director, UNIDO;  
executive secretaries of regional economic commissions (ECE, ECAFE, ECLA and  
ECA); Director, UNESOB, and directors of information centres

From: The Controller

Subject: OFFICIAL HOSPITALITY

1. The purpose of this instruction is to set out the principles governing the control of expenditures relating to hospitality offered in the official interests of the United Nations by officials who do not receive special payments under the terms of paragraphs 2 and 5 of annex I to the Staff Regulations.
2. The Controller will make annual allotments to departments and offices at Headquarters; the Geneva Office, including the International Narcotics Control Board, the secretariats of the regional economic commissions and the United Nations Economic and Social Office in Beirut against the appropriations voted by the General Assembly for this purpose.
3. Within the limits of these allotments, heads of departments or offices may authorize the reimbursement of expenditures incurred by officials who, in the performance of their official functions, have offered hospitality to members of delegations, members of government or non-governmental organizations or members of the public. It will be the responsibility of the head of the department or office, in each case, to satisfy himself that the expenditures are reasonable and necessary.
4. Wherever possible, especially in cases involving groups of ten or more persons, the prior approval of the head of department or office should be obtained on hospitality expenditures.

5. Normally, the official concerned will himself meet, in the first instance, the hospitality costs, and thereafter submit a claim for reimbursement on the prescribed form (F/10). The claim should indicate the nature and purpose of the function, the number of persons entertained (guests and staff members) and should be certified by the head of the department or office concerned or his authorized representative. Claims should be presented within a week after the expenditures are incurred, and, in the case of officials in travel status, within a week of their return to duty station. The reimbursement of claims will be on the basis of actual expenses subject to the maxima specified in paragraphs 6 to 8 below.

6. At Headquarters, effective 1 March 1970, the maximum rates for reimbursement for entertainment of individuals outside of the home will be the following:

Each guest:	\$8.00
Host:	\$5.00

Where hospitality is offered at home, the maximum rate for reimbursement will be \$5.00 per person (guest as well as host).

7. For Geneva, the Director-General of the United Nations Office at Geneva will be responsible for setting the maximum rates for reimbursement of hospitality expenditures. In the case of offices away from Headquarters, this responsibility will rest with the respective head of office.

8. While funds for hospitality are primarily intended for entertainment of persons who are not members of the staff, it is recognized that there are likely to be situations where the participation of a small proportion of members of the staff (apart from the host) is desirable. In such cases, reimbursement in respect of members of the staff will be at the same rate as for the host.

9. The principles set out in paragraphs 2 to 8 above will apply to hospitality expenditures incurred by officials of UNCTAD, UNIDO and the UNHCR who are not in receipt of representation allowances.

10. In the case of the United Nations Economic and Social Office in Beirut, funds for hospitality will be allotted to the Director of the Office. He will

be responsible for planning the use of the amounts available and will report annually to the Under-Secretary-General for Economic and Social Affairs on the occasion and nature of the hospitality extended and the numbers and categories of persons entertained.

11. In the case of information centres, funds for hospitality will be allotted to the Director of the centre and paid in quarterly instalments. The Director will be responsible for planning and extending hospitality for the year in the light of the total funds available to his centre. Neither the maximum rates nor the restrictions on casual entertainment will apply. The Director will report semi-annually to Field Operations Service on the general nature of the hospitality extended and the general categories of persons entertained, using the special form provided for this purpose.

12. In the case of United Nations special missions, the funds allotted for hospitality will be apportioned by the officer designated for this purpose, normally the Chief Administrative Officer, who will be responsible for co-ordinating and planning the extension of hospitality within the limits of the total funds made available. Neither the maximum rates nor the restrictions on casual entertainment will apply. The officer designated for this purpose will report semi-annually, or at the end of the mandate of the mission or commission concerned if it is a shorter period, to Field Operations Service on the general nature of the hospitality extended and the general categories of persons entertained, using the special form provided for this purpose.

13. This administrative instruction supersedes all earlier administrative instructions on this subject.

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