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A. INTRODUCTION

A.1. This policy covers hospitality events and internal UNFPA events at all UNFPA locations including headquarters and field offices (regional, subregional, and country offices). This policy supersedes UNFPA's hospitality policy dated 29 December 2005.

B. REPRESENTATION ALLOWANCE

B.1. The representation allowance is an allowance provided directly into the salary of certain staff members who often incur considerable miscellaneous personal expenses in connection with their representational responsibilities (e.g. ad-hoc refreshments, tea, coffee, transportation, gratuities, greeting cards, flowers and other symbolic gifts to hosts, local phone calls etc.).

B.2. Staff members who are entitled to a representation allowance are authorized to make payments from their representational allowance without seeking approval from the Division for Human Resources (DHR).

B.3. As the representation allowance may not cover all hospitality-related expenses, staff members in receipt of a representation allowance are also eligible for reimbursement of expenses related to UNFPA hospitality as covered in this document.

B.4. When an incumbent head of office permanently leaves a duty station, the person officially designated as the officer-in-charge may be granted a representation allowance if the acting period exceeds thirty days. If the period is less than 30 days, then actual expenses may be claimed in line with this policy.

B.5. Representation allowance is paid to the eligible incumbent of a post that qualifies for the allowance for as long as s/he encumbers the post. Eligibility is determined by the Director, Division for Human Resources. If the incumbent is transferred to a post that does not qualify for the allowance, the allowance is discontinued.

C. HOSPITALITY EVENTS

C.1. Hospitality events are those where UNFPA hosts non-UNFPA and/or non-United Nations system guests. Therefore, funds allotted for hospitality are intended for the entertainment of persons who are not UNFPA¹ or United Nations system staff members² or personnel³.

C.2. Hospitality events are intended to facilitate external networking activities undertaken by UNFPA staff members to serve the interests of UNFPA and the larger United Nations community. As a donor-funded organization, only necessary hospitality expenses which are

¹ UNFPA staff is defined as holders of UNFPA letters of appointment serving on permanent, continuing, fixed-term or temporary appointment contracts

² UN system staff is defined as staff members of UN agencies.

³ UNFPA personnel are those persons engaged as interns, United Nations volunteers, service contract holders, special service agreement holders, and procurement contract holders.

appropriate to the occasion can be incurred. Hospitality events must reflect an image of modesty and consideration for local norms and cultures. Any semblance of extravagance or ostentation must be avoided. Only UNFPA staff members and personnel are eligible to claim and be reimbursed for expenses pertaining to hospitality events.

C.3. While UNFPA hospitality and the funds provided for hospitality are intended to host individuals who are not UNFPA and/or United Nations system staff members or personnel, it is recognized that there will be situations where the participation of UNFPA staff members and/or personnel, in addition to the actual UNFPA host, will be necessary. In these situations, a reimbursement for the event can only be claimed if the number of UNFPA staff members and/or personnel, including the host, is less than the number of non-UNFPA or United Nations system guests at the event.

C.4. Hospitality events can be hosted either at the private residence of the host or at outside locations such as restaurants, clubs, hotels, office premises etc. or

C.5. Regardless of whether hospitality is offered at the private residence of the host, expenses related to and incurred for the host's family members, personal guests, relatives or household members are not reimbursable.

C.6. In the course of arranging hospitality events where non-UNFPA or United Nations system guests are entertained, UNFPA staff and personnel must exercise judgment in avoiding any perception that UNFPA is influencing a recipient's decision in his/her official capacity and interactions with UNFPA.

D. UNFPA INTERNAL EVENTS

D.1. Unlike hospitality events, UNFPA internal events are typically events where the majority of invitees are UNFPA and/or United Nations system staff members and personnel. Therefore, the earlier stated rule that the number of UNFPA staff members and personnel attending must not exceed the number of guests (paragraph C.3) does not apply to internal events.

D.2. This section aims to cover the various types of internal events that take place at UNFPA, whether expenses incurred at these events can be covered by UNFPA, and to which account expenses must be charged (see section F.3). As always, events must reflect an image of modesty and any semblance of extravagance or ostentation must be avoided.

D.3. Special events: At field office locations, special events are receptions on the occasion of:

- a. A visit by the United Nations Secretary-General, the UNFPA Executive Director or Deputy Executive Directors, or any other senior official of a United Nations agency;
- b. A reception on the occasion of United Nations Day;
- c. A special large meeting or regional conference hosted by the field office on behalf of the regional director, the Executive Director or Deputy Executive Directors;

D.4. At headquarter locations, special events are meetings or conferences or large UNFPA meetings where the head of a division/office hosts a reception, acting on behalf of the organization.

D.5. Special events are frequently arranged and managed directly by organizational units. Payments for such expenses are paid directly to suppliers/vendors rather than as reimbursements to staff personnel as in the case of hospitality events. Catering/food/beverage expenses incurred at these events must be charged to COA 74560 Catering - non-hospitality.

D.6. Retreats, Official Farewells, Official Meetings⁴: These events are typically UNFPA-wide meetings or retreats intended for engagement with a large number staff members and personnel or non-United Nations system partners. Catering/food/beverage expenses incurred at these events must be charged to COA 74560 Catering - non-hospitality.

D.7. Traditional Workshops: For purposes of this policy, a traditional workshop is defined as a meeting at which a group of people engage in discussion or activity on a particular subject or project. It is understood however that some workshops do not fall under this definition and are more training in nature. Workshops which by their nature are more training events must follow the guidance in paragraph D.8. It is important to distinguish between whether a workshop is a traditional workshop or if it is more of a training event as this affects which COA will be charged for expenses incurred at the workshop. Catering/food/beverage expenses related to a traditional workshop must be charged to COA 74560 Catering - non-hospitality regardless of whether it is held for UNFPA staff members, personnel, or implementing partners.

D.8. Training (including training workshops): UNFPA's [Policy for Staff Learning and Career Management](#) outlines the process by which UNFPA manages staff training and therefore this section must be read in conjunction with that policy. Typically, an event is considered training if it is held to bring a person or group of people to an agreed standard of proficiency by practice and instructional training. For purposes of this policy, there are three main groups for which training is intended: 1) staff members, 2) personnel, and 3) implementing partners/others. Depending on who the recipient of the training is affects which COA will be charged for expenses incurred at the training event (see section F.3. for a summary of COAs).

D.9. Staff Meetings: These meetings are typically routine in nature and are held on a much smaller scale as compared to UNFPA-wide meetings as described in para. D.6. Expenses incurred at these meetings cannot be paid for using UNFPA funds.

D.10. Unofficial Functions: Expenses incurred at functions, other than those described above, cannot be paid for using UNFPA funds. These may include but are not limited to functions such as birthday parties.

⁴ "Official meetings" refers to meetings which take place at the division level and Executive Committee/Global Staff/Town Hall meetings.

E. RATES AND CONDITIONS OF REIMBURSEMENT

E.1. Actual expenses versus maximum reimbursement rates⁵: Reimbursement of any event expenses will be made on the basis of the actual expenses incurred and shall not exceed the maximum reimbursement rates established for the location multiplied by number of participants per event as described in this section. Expenses incurred in excess of the amount will not be reimbursed by UNFPA.

E.2. Maximum reimbursement rates for hospitality events at headquarters and field office locations: The maximum reimbursement rates per person, irrespective of status of host or UNFPA staff members/personnel/guest, is determined based on the regular [DSA rate](#) for the United Nations duty station in the country as follows:

For events not hosted at private residence	Non-room part of the DSA x 50%
For events hosted at private residence	Non-room part of the DSA x 40%

Example:

Regular DSA rate for duty station	USD 174.00
Non-room portion of DSA	USD 95.70
Maximum reimbursable rates:	
Events hosted away from private residence	USD 47.85 (95.70 x 50%)
Events hosted at private residence	USD 38.28 (95.70 x 40%)

E.3. Maximum rates for internal UNFPA events: Expenses at internal UNFPA events cannot exceed 50 per cent of the maximum amounts specified for the reimbursement of hospitality events held outside a private residence.

Example:

Base (see example above)	USD 47.85
Maximum reimbursable rate	USD 23.92 (47.85 x 50%)

E.4. UNFPA staff members and personnel on Daily Subsistence Allowance (DSA): If UNFPA staff members or personnel on Daily Subsistence Allowance (DSA) are invited to attend a UNFPA hospitality or internal event, the individual must reduce their DSA claim in the amount equivalent to the meal or meals that were provided for at the event as per the percentages prescribed in [UNDP's policy on DSA](#). The amount reimbursable to the host is not affected.

F. PROCEDURES

F.1. Budgeting for Event Expenses:

⁵ These rates apply regardless of the whether the expense is a direct charge by a vendor or a reimbursement.

F.1.1. The Division of Management Services (DMS) establishes annual allotments for hospitality and internal events under the Institutional Budget. Budget provisions for hospitality and internal events under programme funding are established by each office individually.

F.2. Requisition and Purchase Order for Event Expenses:

F.2.1. A requisition and a purchase order are required for requests for goods and services equal to or above \$500 USD in relation to hospitality and internal events. See [Procurement Procedures](#), para. 4.4.3 Approval.

F.3. Chart of Accounts

F.3.1. See table below which summarizes the accounts to which various events must be charged.

Event Type		Chart of Account (COA)	
Hospitality event		72715	Hospitality - catering
Internal UNFPA event			
D.3	Special events	74560	Catering - non-hospitality
D.6	Retreats, official farewells and meetings	74560	Catering - non-hospitality
D.7.1	Traditional workshop	74560	Catering - non-hospitality
D.8	Training workshop or traditional training/learning event held for staff members	63408	Learning-sub contracts (non-travel costs)
D.8	Training workshop or traditional training/learning event held for personnel	75705	Learning Costs (non-travel costs)
D.8	Training workshop or traditional training/learning event held for implementing partners, other	75710	Participation of counterparts (non-travel costs)

F.4. Obtain authorization using 'Request for Approval of Event' form

F.4.1. Regardless of whether an event is hospitality or an internal UNFPA event, the requestor must obtain approval from the head of the organizational unit, defined as the division director, regional or subregional director, representative, country director or the Chief of Operations (or the delegated officer), as appropriate before any related expenses are incurred using the 'Request for Approval of Event' form in Annex I.

F.4.2. There must be an appropriate segregation of duties in an office such that the head of an organizational unit cannot approve his or her own request for an event.

F.4.3. The 'Request for Approval of Event' form must be submitted to the head of the organizational unit at least ten working days in advance of the event and must:

- a. Indicate the nature and specific purpose of the event and identify the persons invited, listing the UNFPA host(s), staff members and non-UNFPA and/or non-United Nations system guests separately;
- b. Estimate the total amount to be incurred;
- c. Include a status of the balance available under the relevant budget;

F.4.4. It is understood that in some cases, it will not be possible to obtain advance approval for an event or gathering. In these cases, the ‘Request for Approval of Event’ form must include an explanation as to why the request was submitted after the event took place.

F.5. Submit claims using the ‘Event Expense Reimbursement’ form

F.5.1. When a UNFPA staff member has hosted a UNFPA hospitality event and has incurred reimbursable costs in that connection, or has coordinated an internal UNFPA event for which a vendor or supplier needs to be paid, s/he must submit a claim for reimbursement using the ‘Event Expense Reimbursement’ form in Annex II to the head of the organizational unit. The claim must include:

- a. An itemized list of expenses being claimed along with related invoices and receipts;
- b. The approved ‘Request for Approval of Event’ form.

F.5.2. Claims must be submitted within two weeks of the expense having been incurred or, for hosts on travel status, within two weeks of their return to their duty station. In either case, the claims must be submitted in the calendar year in which the event took place. Unless archived in accordance with the [Document Retention Schedules](#) and [Filing Systems/Records Management](#) guidance, all original documentation related to payments towards expenses must be available in the custody of the operations manager at the field office level or the head of the office/division at headquarters locations and must be presented if required during audits.

F.5.3. There must be an appropriate segregation of duties in an office such that the head of an organizational unit cannot approve his or her own request for expense reimbursement.

F.5.4. Each requestor and approver is responsible and accountable for ensuring that event expenses are in accordance with the present policy and that only appropriate expenses are charged to the amounts allotted for hospitality and internal UNFPA events as prescribed above.

F.6. Use of UNFPA “Corporate Purchase Card” (P-Card)

F.6.1. The P-card may be used to make payments for hospitality and internal event expenses as outlined in the [UNFPA Purchasing Card Policy \(2010\)](#).