**Hospitality Expense**

1. This policy provides guidance on reimbursement of official hospitality costs incurred by UNDP at all locations

* 1. vouchered hospitality expenses,
  2. UNDP’s special hospitality events, and
  3. representational allowance.

1. Official UNDP hospitality is intended to facilitate external networking activities undertaken by UNDP officials to serve the interest of UNDP and the larger United Nations (UN) community. The present policy unifies into one set of policies and procedures those previously covered by separate guidelines for headquarters locations and other locations, including country offices. The policy recognizes representational activities of senior UNDP staff members in receipt of a representational allowance and explains what the allowance is expected to cover and provides for the reasonable reimbursement of hospitality-related expenses.

**Vouchered Hospitality Expenses:**

1. UNDP staff members who, in the performance of their official duties incur expenses in providing official hospitality to non-UNDP personnel, may, under the conditions set out here in , claim reimbursement of these expenses by submitting a claim for reimbursement using form [F10](https://intranet.undp.org/global/documents/frm/F10-Voucher-for-Reimbursement-of-Expenses.doc) [(Voucher for Reimbursement of Expenses).](https://popp.undp.org/node/4646)

1. Any resulting reimbursement is subject to the prior availability of funds for hospitality under the organizational unit’s project management budgets. No additional resources will be allotted corporately to meet hospitality expenses.

1. Funds for hospitality are intended primarily for representational activities or special events.

1. Hospitality events can be hosted either outside the home of the host (in public and private places like restaurants, clubs, hotels etc.) or in the private residence of the host.

1. Reimbursement of hospitality expenses is based on full reimbursement of actual documented expenses borne by the host up to a maximum amount per person (host and guests). For vouchered hospitality there are two different maximum reimbursable amounts: one set for hosting outside the private residence and the other for events that take place in the private residence of the host. For headquarters locations, the maximum amount per person is the equivalent maximum amounts governing hospitality in the UN Secretariat and other UN organizations. For country office locations, including regional centers, the maximum reimbursable amount is determined locally by the UN Country Team (UNCT). . See below on maximum reimbursable amounts.

1. Hospitality events must be catered at a modest level, appropriately reflecting the UN image and the limited availability of funds. Generally, the reimbursable costs include food, beverages and when relevant, cost of facilities, service staff and security. Any official UNDP hospitality event must be approved in advance by the head of the organizational unit

(bureau/division/office/country office/regional center).

1. Reimbursement for UNDP staff members: UNDP hospitality and the funds provided for hospitality are primarily intended to host individuals, who are not UNDP personnel. However, there will be situations where the participation of UNDP personnel, in additional to the actual host will be desirable and necessary. Such participation of UNDP personnel should be kept to a minimum. With the exception of special events and events which are typically attended by only UNDP personnel, e.g. retreats, workshops and training events, if a reimbursement is claimed, then the number of UNDP personnel, including the host, must not exceed the number of guests at the event.

1. Spouses/family/personal guests: Whether hospitality is offered in the private residence of the host or outside, expenses related to and incurred for the host’s personal guests are not reimbursable.

1. UNDP contracted personnel on Daily Subsistence Allowance (DSA): If a UNDP contracted person who is on Daily Subsistence Allowance (DSA) is invited to attend an official UNDP hospitality event, such attendance does not affect the DSA amount payable to the person, nor does it affect the amount reimbursable to the host, subject to compliance with all other requirements of this policy.

# UNDP Special Hospitality Events

1. Special events are hospitality events outside the regular scope of vouchered hospitality and are governed by slightly different rules. Special hospitality events are typically UNDP events where UNDP is the focus and where the majority of the invitees are UN staff members.

1. At country office locations, typically such special events are receptions on occasion of:
   * A visit by the UN Secretary-General, the UNDP Administrator, the UNDP Associate Administrator, or any other head of UN Agency;
   * A reception on the occasion of UN Day;
   * A special large meeting or conference of regional character hosted by the country office on behalf of the regional director, the Administrator or Associate Administrator;

1. At headquarters locations, special events are typically important international meetings or conferences or large UNDP meetings where a head of bureau/division/office hosts a reception, acting on behalf of the organization.

Arrangements for Special Events

1. For special events, the earlier stated rule that the number of UNDP staff members attending may not exceed the number of guests does not apply. The expense level at such special events should be kept at a modest level.

1. Special events are frequently arranged and managed directly by the offices and payments for such expenses are paid directly made to the suppliers/vendors by the offices rather than as reimbursements to the staff members as hospitality expenses.

1. For special events to be paid for as official UNDP hospitality expense, the following conditions must have been met:
   * The special event hospitality has been planned in advance. The event and the estimated expenses have been approved in advance by the head of the bureau, or the RR.
   * Funds are available in the relevant hospitality budget.

# Representational Allowance

1. The Assistant Administrator and Director of the Bureau of Management authorizes the establishment of a reasonable representation allowance for certain UNDP staff who have extensive outside representation functions. Representation allowances are provided following appropriate authorization directly into the salary of the staff member concerned because these staff members 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.).

1. As the representation allowance does not cover all regular hospitality-related expenses, staff members in receipt of the representation allowance are also eligible for reimbursement of expenses related to official UNDP hospitality as covered in this policy document.

1. The following positions are eligible for representation allowance:

At headquarters locations:

* + The Administrator and the Associate Administrator;
  + Bureau Assistant Administrators/Deputy Bureau Assistant Administrators;
  + Directors of divisions/offices;
  + Directors at other headquarters locations;
  + Other designated senior positions with duties involving representation functions.

At Country Office/Regional Centre locations:

* + Resident Representatives.

1. When a head of bureau/division/office at headquarters level or a head of regional centre/country office is temporarily away from his/her duty station for more than 30 days or if a head of country office has been assigned away from the duty station and the arrival of the successor is awaited, the person officially designated as acting head of office, Officer in charge or ad interim may be granted a representation allowance of US$ 100, if the acting period exceeds 30 days, prorated for periods exceeding 30 days. If the designation period exceeds 3 months, the person designated is entitled to the full representational allowance, prorated for periods exceeding 3 months.

1. Heads of offices are authorized to make these payments locally without seeking approval from the Office of Human Resources, Bureau of Management.

1. 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. If the incumbent is transferred to a post that does not qualify for the allowance, the allowance is discontinued.

1. As a public-funded organization promoting and supporting issues such as the alleviation of poverty and the establishing and maintenance of transparent public governance, only necessary official hospitality expenses must be incurred. Hospitality events should reflect an image of modesty, and the values underpinning sustainable development goals. Any semblance of extravagance or ostentation must be avoided. UNDP staff offering hospitality on behalf of the organization must always bear in mind this principle in the eyes of the public, including those of the invitees and the organization they are representing. In principle, data related to all official UNDP hospitality events can be made objects of full and public disclosure.

# Rates and Conditions of Reimbursement

Actual expenses versus maximum reimbursement rates:

1. Reimbursement of hospitality expenses will be made on the basis of the actual and invoiced expenses incurred per participant and shall not exceed the maximum reimbursement rates established for the location, per event. Expenses incurred in excess of the amount reimbursable by UNDP shall be the responsibility of the Host.

1. The reimbursement method is the same for special events and vouchered hospitality, with the maximum reimbursable amount, per person, also being the same.

Maximum reimbursement rates:

1. For headquarters locations, the maximum reimbursement rates per person (irrespective of status as Host, UNDP staff member or Guest) are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Location | For events hosted outside the private residence of the host -total cost | For events hosted inside the private residence of the host |
| New York | USD 70 | USD 55 |
| Geneva | CHF 76 | CHF 48 |
| Brussels | EUR 38 | EUR 31 |
| Bonn | EUR 38 | EUR 31 |
| Copenhagen | DKK 290 | DKK 230 |
| Tokyo | JPY 6500 | JPY 3700 |
| Washington | USD 50 | USD 40 |

1. For country office locations, including regional centres the maximum reimbursement rates per person (irrespective of status as Host, UNDP staff member or Guest) are determined by the UN country team.. It is recommended that the maximum reimbursement rates are determined based on the regular DSA rate for the main UN duty station in the country as follows:

|  |  |
| --- | --- |
| For events hosted outside the private residence -total cost | Non-room part of the DSA x up to a maximum of 50% |
| For events hosted inside the private residence -total cost | Non-room part of the DSA x up to a maximum of 40% |

1. The maximum reimbursement rate for country office locations is to be reviewed on a yearly basis and the outcome communicated to the country offices of all resident agencies.

***Examples***

|  |  |
| --- | --- |
| Regular DSA rate for duty station: | USD 174 |
| Room as % of DSA | 45% |
| Non-room part of DSA (55% of 174) | USD 95.70 |
| 50% of non-room part (50% of USD 95,70) | USD 47.85 |
| 40% of non-room rate (40% of USD 95.70) | USD 38.28 |

|  |  |
| --- | --- |
| Regular DSA rate for duty station: | USD 211 |
| Room as % of DSA | 49% |
| Non-room part of DSA (51% of USD 211) | USD 107.61 |
| 50% of non-room part (50% of USD 107.61) | USD 53.81 |
| 40% of non-room part (40% of USD 107.61) | USD 43.04 |