

Physical Resources Bureau (MRD) will be responsible for determining the quality of each kit based on guidelines being developed.

**2) Club Fees**

- (a) Club fees may be paid when an identifiable program benefit exists, but may be claimed by Heads of Mission and Program Managers only. Where a significant personal benefit is present, e.g. sports facilities, not more than 50 per cent of the costs of membership may be charged to hospitality expenses.
- (b) Admissible club fees may include fees charged for joining and belonging and may consist of transferable memberships, bonds or shares in a club which should, where possible, be acquired in the name of the mission as opposed to an individual employee.

**9.14.3 Non admissible expenses**

- (a) Since their employment is normally subject to the provisions of directives or regulations, the expenses for chauffeurs, gardeners, security guards, or watchmen are not admissible unless specifically approved by departmental management or are stipulated in an employee's terms and conditions of service.
- (b) The costs of regularly employed domestics are not an allowable expense, except where they are employed for a specific hospitality function, in which case the cost must approximate the cost of casual help that would otherwise be hired for the event.

**9.15 Acting Head of Mission**

**9.15.1 HOM funds not to be used.** An employee who is required to act as "Head of Mission" or who has been placed in charge of his mission for an extended period may be provided with funds by the departments responsible for the conduct of individual mission programs in respect of his additional official hospitality obligations during the period he had charge of the mission, but existing Head of Mission funds are not to be used during this tenure.

**9.15.2 Accountable advances.** In applying for funds to host these extra hospitality functions, an employee may secure an accountable advance for the anticipated costs by submitting an estimate of his extra expenses to the program department or agency responsible for the official hospitality functions to be conducted.

**9.15.3 Settlement of advances.** Upon completion of these extra hospitality duties or when the accountable advance is consumed, the employee must settle the advance by providing signed hospitality diary forms to the department or agency which provided the funds detailing the extra costs and occasions for which costs were incurred.

**9.16 Annual Estimates and Allocations**

Geographic branches allocate official hospitality funds based on requirements identified in the mission expenditure plan.

The Head of Mission determines program hospitality allocations in consultation with program managers and based on funding provided by Branches.