

FUNCTION

APPROVAL AUTHORITY

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| (i) Hospitality at employee's private residence or less formal or recreational settings other than government owned facilities. | Assistant Deputy Minister |
| (j) Hospitality in excess of maximum per person costs (supported by written justification). | Assistant Deputy Minister |
| (k) Hospitality at a function when the number of employees exceeds the number of guests. | Assistant Deputy Minister |
| (l) To combine rates of functions on formal or other major occasions which warrant the holding of a reception in conjunction with a dinner or a luncheon. | Assistant Deputy Minister |
| (m) Any single function up to \$3000. | Assistant Deputy Minister |
| (n) Any single function not exceeding \$1,500 provided function does not include any exceptions such as exceeding average per person costs, number of hosts exceeds number of guests, etc. | Director General or equivalent |
| (o) Serving of coffee only at departmental program-orientated work planning meetings, technical advisory meetings and departmental conferences. | Director General or equivalent. |

Note:

Food offered to employees of the government at Headquarters while attending meetings, work sessions, etc., is not considered as being hospitality and shall not be considered under this policy. See Personnel Management Manual, Guide to the Administration of Travel for direction and authority.