

Note: If any of the following functions are hosted by a Minister (regardless of cost or composition) or a Deputy Minister (functions less than \$5000 and regardless of composition) their presence constitutes their approval of the cost and composition of the function and no further approval is required.

FUNCTION

APPROVAL AUTHORITY

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| (a) Any single function over \$5000 not hosted by a Minister. | Minister (MINA, MINT, MINE) |
| (b) Hospitality extended to accompanying persons (spouses) of guests and/or hosts including tours or tickets to sporting events or other entertainment. | Minister (MINA, MINT, MINE) or Deputy Minister (USS, DMC, DMT). |
| (c) Travel costs for accompanying persons (spouses) of guests or employees of government of Canada. (Expenses of accompanying persons (spouses) of employees must be paid to employees). | Minister (MINA, MINT, MINE) or Deputy Minister (USS, DMC, DMT) |
| (d) Any other form of hospitality not mentioned in this policy and not directly associated with a breakfast, luncheon, dinner or reception such as air tickets, hotel accommodation, limousines, flowers, etc. | Minister (MINA, MINT, MINE) or Deputy Minister (USS, DMC, DMT) |
| (e) Honouring a distinguished Canadian. | Political endorsement
i.e. Prime Minister
Cabinet
Treasury Board |
| (f) Any function up to \$5000. | Deputy Minister (USS, DMC, DMT). |
| (g) Any single function composed entirely of employees of the Government of Canada. | Deputy Minister (USS, DMC, DMT). |
| (h) Hospitality at non-government conferences. | Deputy Minister (USS, DMC, DMT) |