

Chapter 9 Official Hospitality Outside Canada

Table of Contents

- 9.1 Introduction**
 - 9.1.1 T.B. Directives
 - 9.1.2 Types of expenses
 - 9.1.3 Purpose of this chapter
- 9.2 Definitions**
 - 9.2.1 Head of Mission (HOM)
 - 9.2.2 Program Manager
 - 9.2.3 Committee on Mission Management (CMM)
- 9.3 Application**
 - 9.3.1 Persons affected
 - 9.3.2 Excluded persons
 - 9.3.3 Overview responsibility centre at headquarters
- 9.4 Policy**
- 9.5 HOM Responsibility**
 - 9.5.1 Coordinating hospitality of all departments
 - 9.5.2 Inform the CMM
 - 9.5.3 Purpose of coordination
- 9.6 Aims and Occasions of Hospitality Activities**
 - 9.6.1 Clearly defined purpose
 - 9.6.2 Confined primarily to non-Canadians
 - 9.6.3 Main objectives
 - 9.6.4 Canada Day
 - 9.6.5 Maintaining relationship
- 9.7 Location of Hospitality Activities**
 - 9.7.1 Residences or public places
 - 9.7.2 Office premises
 - 9.7.3 Clubs
- 9.8 Club Membership**
- 9.9 Standards**
- 9.10 Costs**
 - 9.10.1 Mission range
 - 9.10.2 Preliminary evaluation
 - 9.10.3 Transportation costs
- 9.11 Reports and Records**
 - 9.11.1 Diaries
 - 9.11.2 Official Hospitality Accounting Form
- 9.12 Evaluation**
- 9.13 Accountable Advances**
 - 9.13.1 Policy
 - 9.13.2 Conditions
 - 9.13.3 Claims for expenditures