

**9.7.2 Office premises.** Where government office premises abroad include space suitable for receptions or meals these facilities should be available for use by all employees with official hospitality responsibilities.

**9.7.3 Clubs.** Where club facilities are well-suited to Canadian official hospitality requirements and the cost of entertaining in such facilities compares favourably with the cost of entertaining in Crown premises or other establishments, this alternative may be used. However, Canadian hospitality should not be extended in clubs or other establishments which practice discrimination by refusing to make their facilities and services available to particular groups of persons.

## **9.8 Club Membership**

Where for program-related reasons a department authorizes membership in a club for one of its employees and it is considered that such membership involves a significant degree of personal benefit, the employee will be required to reimburse the department for a portion of the membership fees. (See section 9.14.2(2)).

## **9.9 Standards**

All forms of official hospitality should be planned and arranged in a way which will minimize costs consistent with:

- (a) the status or rank of the guests;
- (b) the number of persons expected to attend;
- (c) the circumstances giving rise to the hospitality;
- (d) the general standard of hospitality offered locally by the representatives of other countries with interests commensurate with those of Canada.

## **9.10 Costs**

**9.10.1 Mission range.** At each mission the Committee on Mission Management should establish a range of approximate per capita costs of food and beverages for the principal forms of hospitality given in representational accommodation in order that recipients of official hospitality funds may be guided in the use of their allocations. The CMM should also develop separate guidelines for reasonable costs of domestic help and entertainment used at such hospitality events.

**9.10.2 Preliminary evaluation.** The cost effectiveness of hospitality should be determined before, not after, the event; it involves giving, so far as possible, a definite purpose to the occasion, making a careful selection of guests — both for their individual value as contacts and for the manner in which they complement the various occupations and interests of others — and choosing a standard of hospitality suitable to the occasion.

**9.10.3 Transportation costs.** Local transportation costs in connection with hospitality occasions may be paid from official hospitality funds. All other transportation and accommodation costs resulting from official hospitality activities should be charged to Travel Expenses.

## **9.11 Reports and Records**

**9.11.1 Diaries.** All recipients of hospitality funds, including Heads of Mission, are required to keep records of hospitality extended and received using form EXT 52 (see Annex A). Hospitality diaries supporting expenditure reimbursements will be retained at the mission by mission administration for two years and will be open to examination by departmental auditors. After two years, they are to be forwarded to Ottawa, Finance Administration Division. Heads of Mission will be responsible for signing under Section 34 of the Financial Administration Act ensuring that hospitality activities comply with established procedures and meet program objectives.

**(1) Hospitality extended.** Records of hospitality extended should contain the following information:

- (a) the date, form and location of the function;
- (b) program objective;
- (c) purpose of or circumstances giving rise to the hospitality;
- (d) names, positions, nationalities and related particulars of all persons who attended the function;