

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**FINANCIAL MANAGEMENT**

**BUDGET**

**OFFICIAL RECEPTION AND REPRESENTATION EXPENSES ACCOUNT**

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**1. PURPOSE**

This Guide provides Food and Drug Administration procedures for utilization of the Official Reception and Representation Expenses Account.

**2. AUTHORITY**

As specified in the General Provisions of Appropriation Acts for the Department of Health, Education, and Welfare.

**3. RESPONSIBILITIES**

Associate and Assistant Commissioners and Directors of all other major organizational components or their designated representatives are responsible for the proper use of these funds within the limitations and restrictions listed in Paragraph 4 of this Guide.

**4. LIMITATIONS AND RESTRICTIONS**

Use of these funds will exclude individuals or groups that are employed by the Federal Government in any capacity, including paid advisory groups and paid consultants. These funds, when available, are restricted to official receptions and/or gifts for:

1. Representatives of foreign governments and international organizations.

2. Members of academic and scientific community who receive no remuneration, in whole or in part, directly from United States grants, contracts or other subsidized projects.
3. Civic and consumer groups.
4. Representatives of states, municipal or local activities primarily in health related organizations.

Utilization of these funds for items such as rental of meeting rooms and conference facilities are not authorized under this authority. (See Staff Manual Guide FDA 2240.8.)

## **5. APPROVAL**

Responsible officials will submit a written request to the Associate Commissioner for Administration (HFA-1) for the use of these funds prior to expenditure. Submit the written request, detailing the type of event, names of individuals and their organization, items to be purchased, and the estimated total cost of each activity, to the Office of Administration (HFA-1). All requests will be coordinated with the Division of Financial Management (HFA-100) for availability of funds. In unusual or unforeseen circumstances, telephone approval may be obtained from HFA-100, subject to written confirmation.

## **6. REIMBURSEMENT**

After approval of the written request, a completed SF 1034 "Public Voucher for Purchases and Services Other Than Personal" with documented receipts attached (including all costs incurred by the individual host incidental to official receptions and a copy of the approved request) must be forwarded to the Division of Financial Management, Accounting Branch (HFA-120) for reimbursement.