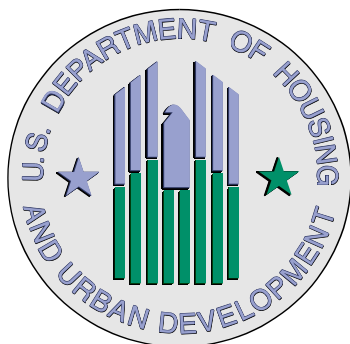

Special Attention of:

Transmittal for Handbook No.:

Issued:

1. This Transmits:

U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT
451 7TH STREET, S.W.
WASHINGTON, D.C. 20410



HANDBOOK 1935.2 REV-2
OFFICIAL RECEPTION AND REPRESENTATION (R&R)
OFFICE OF THE SECRETARY

NOVEMBER 2011

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Attachment B – Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal

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I. Purpose

This handbook sets forth policies and procedures governing the use of the U.S. Department of Housing and Urban Development (HUD) appropriations for official reception and representation expenses. The purpose of the reception and representation fund is to pay costs incurred or approved by the Secretary of the Department of Housing and Urban Development for official entertainment and the extending of official courtesies in connection with representation of the Department.

II. Authorization

The Department's annual Appropriation Act authorizes a limited expenditure for official reception and representation expenses. The authorization for the official reception and representation fund is necessary because, as a general rule, the Comptroller General prohibits the use of appropriated funds without statutory authority for the purpose of food, beverages, and other entertainment expenses. Since the Secretary holds official receptions and entertains for official purposes, Congress has specifically authorized funds for such functions.

III. Policy

Reception and representation funds will be used for expenses properly incurred, relating to official representation and reception functions. Expenses for official reception and representation functions must be approved the Secretary or a designated official. Official activities generally include (1) a function held in the United States and attended by domestic or foreign officials for which the primary purpose is to explain or interpret the programs of HUD; and (2) the entertainment of foreign officials within or outside the borders of the United States where the principal purpose of the function is related to a responsibility or concern of HUD.

The Executive Operations Office for the Office of the Secretary will make all financial arrangements for approved activities. Reception and representation funds shall be controlled by the Office of the Secretary; thus, funds shall be allotted only to the Office of the Secretary for this purpose.

IV. Reasonable Allowable Expenses

Official functions will be conducted on a modest basis as dictated by the occasion. Attendance of HUD personnel will be held to a minimum consistent with proper courtesy due to the guest(s) of honor. Expenditures allowable as official activities include:

- A. Official reception and representation activities for visiting officials and dignitaries of the housing community, foreign governments and other public or private participants, benefiting or otherwise affected by the mission of HUD.
- B. Meetings with representatives from the housing community or target populations of HUD programs.
- C. Breakfasts, luncheons, dinners, receptions and special occasions, the purpose of which is to explain or interpret areas of responsibility or concern of HUD.



- D. Purchase of gifts in honor of distinguished officials of the housing community, public and private participants, and foreign governments benefiting or otherwise affected by the mission of HUD.

Expenses normally considered reimbursable are: (1) Food and beverages; (2) catering services; (3) tips and gratuities; and (4) rental fees related to the use of facilities where entertainment is being conducted.

Except as may be specifically authorized, expenditures will be approved only for official courtesies as follows:

1. Functions for Federal, State and local officials such as the President and Vice President of the United States, Cabinet Officers, Senators, Congressmen, Governors, Mayors of cities, citizen committees or distinguished citizens; and
2. Other functions such as official luncheons, dinners, or special occasions as may be authorized by the Secretary.
3. Functions in honor of distinguished officials or citizens of foreign governments or insular possessions/territories.

V. Non-Allowable Expenses

Expenses that may not be funded include:

- A. Expenses solely for the entertainment of HUD, other Federal personnel, or non-Federal personnel (68 Comp. Gen. 226, 228 (1989));
- B. Expenditures normally expected to be assumed as personal obligations, e.g., membership fees in any society, club or association (5 U.S.C. 5946);
- C. Entertainment of a personal nature (5 U.S.C. 5536);
- D. Cost of meals or refreshments for Federal personnel in connection with routine interagency or intra-agency working meetings (5 U.S.C. 5536);
- E. Purchase of cards, or gifts for seasonal or other personal purposes, regardless of the recipient (68 Comp. Gen. 226, 228 (1989));
- F. Expenses for printing or engraving of Christmas cards or other types of greeting cards (47 Comp. Gen. 314, 1967; B-156724, July 7, 1965) ; and
- G. Any purposes for which an appropriation is available.

VI. Approval of Requests, Purchases & Reports

Requests for approval of a proposed function or activity which could be properly charged to this limitation should be submitted, in advance, on a HUD-10.4 (Requisition for Supplies, Equipment, Forms, Publications and Procurement Services, Attachment A) through the Administrative Officer, Office of the Secretary, for the personal approval of the Secretary or his/her designee. The request shall clearly indicate:

- 1) The purpose of the activity;



- 2) Description of items or material to be purchased;
- 3) Estimated cost limits;
- 4) Dates of the function or activity and identification of the proposed participants;
- 5) Name, office and telephone number of the Department's representative responsible for making the arrangements for the particular function or activity.

The approved HUD-10.4 is forwarded to the Office of the Secretary's Administrative Officer/Funds Control Officer or his/her designee, for validation of funds availability.

- A. Notification of Approval - Once funding is certified, the representative responsible for making arrangements for the function or activity will be notified as such. The Administrative Officer or his/her designee, Office of the Secretary, is responsible for advising the originator of requests whether they are approved or denied. This notification should be a copy of the validated HUD 10.4.
- B. Purchases - To the extent possible, expenses incurred for the Secretary's reception/representation activities will be charged to the government charge card held by the Executive Operations Office's staff. Government charge card purchases are processed in accordance with HUD's Purchase Charge Card Program procedures. Receipts and invoices for products (including supplies and materials) received by the Office of the Secretary are reviewed and approved by the Executive Operations Officer or the designated Purchase Card Approving Official. The Administrative Officer reconciles invoices and receipts to support approvals for payment of charges. Approved charges are forwarded to the HUD CFO's Accounting Center (801 Cherry St, Unit #45, Suite 2500, Fort Worth, TX 76102) for processing.
- C. Reimbursements - Purchases made in support of the Secretary's duties relative to these activities but paid with an employee's personal funds may only be reimbursed to the individual making the purchase through the use of a Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal, Attachment B. Proper approvals and verification of funding availability prior to purchasing items is essential to ensure reimbursement.

To obtain reimbursement, the requestor should submit the Standard Form 1034 to his/her supervisor for approval. Once approved by the supervisor, the form should be submitted to the Executive Operations Officer for final approval. The reimbursement request should be accompanied by receipts, background documentation and explanation of the purchase. The reimbursement request is forwarded to the Office of the Secretary's Administrative Officer/Funds Control Officer or his/her designee, for validation of funds availability. These documents are forwarded to the HUD CFO's Accounting Center (801 Cherry St, Unit #45, Suite 2500, Fort Worth, TX 76102) for processing.

- D. Reports – Upon request, the Executive Operations Office for the Office of the Secretary must provide the necessary reports to the Secretary or designated official that reflect the status of the reception and representation fund. Every purchase made using the



Reception and Representation fund is recorded in a log maintained by the Executive Operations Officer's staff. The log lists the name of the person requesting the expenditure; the date of the purchase; the reason for the purchase; the official(s) being honored by the Secretary; the amount of the purchase; and the amount remaining in the fund (see Attachment C, Sample R&R Log).



Attachments

Attachment A - HUD 10.4, Requisition for Supplies, Equipment, Forms, Publications and Procurement Services

Requisition for Supplies, Equipment, Forms, Publications and Procurement Services

U.S. Department of Housing
and Urban Development

Shaded Areas for Services Use Only		2. Posted By:		3. Control No:		
Supply Source: <input type="checkbox"/> Fed. Supply Schedule <input type="checkbox"/> Open Market <input type="checkbox"/> Fed Strip <input type="checkbox"/> GSA <input type="checkbox"/> Other Govt. Agency Group No. <input type="checkbox"/> FSS Commodity <input type="checkbox"/> Local Agency Acc.		4. Processed By:		6. Estimated Delivery Date:		
		5. GSA Contract No:		7. HUD Purchase Order No:		
8. Mail Indicator:		9. Vendor:				
10. Appropriation Code:		11. Sub Object:		14. Authorizing Funds Control Official. (signature & date)		
12. Organization Code:		13. Amount Reserved:				
15. Description:		16. Quantity:	17. Unit of Measure:	18. Estimated Purchase Price:	19. Estimated Total Cost:	20. Action Code:
		Total >>>				
21. Issuance Office Code:				23. Deliver To:		
Initial and Date:						
Authorized Requesting Official. (signature, title, phone, org. corresp. code) & date: Title: Phone: ; Org: ; Corresp Code: ; Date:				24. Received by. (signature & date):		
X						



Attachment B - Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-122		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL					VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION US Department of Housing & Urban Development Office of the Secretary 451 7 th Street SW – Rm 10220 Washington, DC 20410			DATE VOUCHER PREPARED		SCHEDULE NO.			
			CONTRACT NUMBER AND DATE					
			REQUISITION NUMBER AND DATE		PAID BY			
PAYEE'S NAME AND ADDRESS		DATE INVOICE RECEIVED						
		DISCOUNT TERMS						
		PAYEE'S ACCOUNT NUMBER						
SHIPPED FROM		TO			WEIGHT		GOVERNMENT B/L NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>			QUAN- TITY	UNIT PRICE COST PER		AMOUNT (¹)
		Reimbursement for						\$
(Use continuation sheets if necessary) (Payee must NOT use the space below) TOTAL								\$
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR = \$		EXCHANGE RATE = \$1.00		DIFFERENCES		
		BY ²						
		TITLE Enter your Supervisor's Name, Title				Amount verified; correct for (Signature or initials)		
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.								
			Karen A. Lake, Administrative Officer					
_____ (Date)			_____ (Authorized Certifying Officer) ²			_____ (Title)		
ACCOUNTING CLASSIFICATION								
CHECK NUMBER ON ACCOUNT OF U.S. TREASURY			CHECK NUMBER ON (Name of bank)					
CASH DATE			PAYEE ³					
\$								
¹ When stated in foreign currency, insert name of currency. ² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. ³ When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary" or "Treasurer", as the case may be.						PER		
						TITLE		

Previous edition usable

NSN 7650-00-634-4206



Attachment C – Sample R& R Log

FY 2010 , 1st QTR

Secretary's Reception and Representation Fund

Page 1 of 2

Service Requested	Nature of Events (Describe Specifically)	Date of Events	No. of Guests	Service Purchased From	Cost	Balance \$25,000.00
Secretary (via his request)	Official Event hosted by the Secretary for outside guest	10/6/2009	1	Safeway	\$25.23	\$24,974.77
Secretary (via his request)	Official Event hosted by the Secretary for outside guest	10/8/2009	10	Harris Teeter	\$98.11	\$24,876.66
Secretary (via his request)	Official Event hosted by the Secretary for outside guest	10/20/2010	16	Howard University Sodexo	\$397.50	\$24,479.16
Secretary (via his request)	Official Event hosted by the Secretary for outside guest	12/3/2009	23	Harris Teeter	\$153.77	\$24,325.39
Secretary (via his request)	Official Event hosted by the Secretary for outside guest	12/17/2009	8	Harris Teeter	\$74.46	\$24,250.93
Secretary (via his request)	Official Event hosted by the Secretary for outside guest	12/22/2009	4	Harris Teeter	\$61.86	\$24,189.07
Total =					\$810.93	\$24,189.07

