

# MEMORANDUM

**From:** Comptroller and Director of Finance      **To:** ADGs, RDs      **Date:** 28 Apr 2022  
**Our ref:**      **Attention:**  
**Your ref:**      **Through:**  
**Originator:** CM      **Subject:** HOSPITALITY ALLOCATIONS 2022-2023

I am pleased to inform you that the Director-General has approved the below allocations for Hospitality expenses for the 2022-2023 biennium.


Assistant Directors-General and Regional Directors may authorize senior staff within their Division/Region to incur hospitality within the limits at their discretion.

Designee	Nr of designees		Maximum spend / designee	Maximum spending authority
	(2020-2021)	Nr of designees		
DG office	1	1	25,000	25,000
DDG office	1	1	17,500	17,500
ADG offices, each	19	18	17,500	315,000
FCTC Convention	1	1	14,000	14,000
RD AFRO	1	1	21,000	21,000
WHO Representatives AFRO	47	47	3,500	164,500
RD EMRO	1	1	21,000	21,000
WHO Representatives EMRO	22	22	3,500	77,000
RD EURO	1	1	21,000	21,000
WHO Representatives and HCO EURO	32	33	3,500	115,500
RD SEARO	1	1	21,000	21,000
WHO Representatives SEARO	11	11	3,500	38,500
RD WPRO	1	1	21,000	21,000
WHO Representatives WPRO	16	15	3,500	52,500
<b>TOTAL</b>	<b>155</b>	<b>154</b>		<b>924,500</b>

Hospitality expenses incurred during regional committees are no longer included in this table of authorization. Please refer to eManual section XII.5.3 for Regional Committee hospitality guidance.

These expenses must be accounted for using expenditure type 521- Hospitality. Pre-approval is not required when using the APIA non-PO payment request through GSM, as these are routed to BFO in Regions or Finance Reporting Manager/FNM/GFI at GSC for approval.

Please discuss with your Management Officer or DAF if further clarifications are needed. Alternatively, you may contact either myself or Sushil RATHI, FNM/APR.



George Kyriacou

cc. Management Officers  
DAFs  
Head, Accounts and Financial Reporting  
Coordinator, Global Financial Services