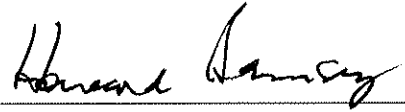


POLICY ON GGGI's REPRESENTATION EXPENSES

VERSION CONTROL		
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1. GGGI staff members who, in the performance of their official duties, incur expenses in representing GGGI at events or functions are expected to abide by the Representation Expenses Policy. They may pay these expenses by cash, personal credit card, official credit card within the limits guidelines (set out below).
2. Approval of Representation Expenses is subject to availability of funds under the budget allotment of each department, and requires pre-approval from the Department Head for expenditures up to USD500. For expenditures above USD 500 the approval of Division Head is required.
3. The staff member representing GGGI is referred to as the Host. The GGGI or non-GGGI persons benefitting from official representation are referred to as Guests. To claim representation expenses, at least 50% of the Guests should normally be external.
4. Any such representation must be modest and attendance should be kept to a minimum as dictated by the particular purpose. An image of a frugal and thrifty entity, avoiding extravagance or ostentation appropriately reflects GGGI's prudence in the use of public funds provided as ODA.
5. Spouses/family/personal guests - Whether the event or function is held in the personal residence of the Host or outside, expense incurred for the Host's family, personal guests, relatives or household members may not be claimed for the purposes of reimbursement or considered an official expenditure for the purposes of official credit card billing settlement, unless otherwise approved by the Director General.
6. Actual vs. maximum Expenses: Reimbursement/Payment of representation expenses will be made on the basis of actual expenses incurred per participant and the location for any such official representation event should be modest and professional. The maximum reimbursement rates per participant for representation expenses inside or outside of private residence of Host should generally be guided by the equivalent of the limits set by other international organizations. The below table illustrates what UNDP follows.

Location	Maximum reimbursement rates per person for events hosted outside the private residence of the Host	Maximum reimbursement rates per person for events hosted inside the private residence of the Host
New York	USD 70	USD 55
Brussels	EUR 38	EUR 31
Copenhagen	DKK 290	DKK 230

7. Representation Expenses and Subsistence Allowance - GGGI officials on business travel outside country of duty are eligible to claim for representation expenditure (based on the above limits guidelines) incurred in relation to meetings with official guests. This shall be considered separate from the subsistence allowance which covers only personal expenditure.
8. Advance/up-front payments - Normally, the Host is expected to pay up-front for the representation costs (including caterers and restaurants) and thereafter submit a claim for reimbursement on a form. All such claims must be supported by:
 - A description of the nature and purpose of the event with budget and Division/Department Head pre-approvals (as applicable);
 - A statement of expenses and related receipts or paid invoices;
 - The name and title of the GGGI official/department hosting the function;
 - The number of guests entertained;
 - Their names, titles/positions and the name of the organization that they represent;
 - The number and names of GGGI staff in attendance.

When such advance payments are made by official credit card, the advance payment receipt and a description of the expenditure highlighting the above points must be provided as supporting documentation.