

7331-1 (CFMWS/CFO)

7331-1 (CSF/SBMFC)

21 May 2024

Le 21 mai 2024

Distribution List

Liste de distribution

AMENDMENTS TO THE NON PUBLIC
PROPERTY (NPP) HOSPITALITY POLICY

MODIFICATIONS À LA
POLITIQUE SUR LES SERVICES
D'ACCUEIL DES BIENS NON PUBLICS (BNP)

1. The attached revised NPP Hospitality is effective upon receipt. Most revisions to this policy are minor in nature with the exception that NPP Hospitality Delegation of Authority (DOA) approval levels are now detailed in the [CDS Delegation of Authorities for Financial Administration of NPP](#) (Table 1 and Table 2) rather than being listed/identified in the policy itself.

1. La version révisée de la Politique sur les services d'accueil des BNP ci-jointe entre en vigueur dès sa réception. La plupart des révisions apportées à cette Politique sont mineures, à l'exception du fait que les niveaux d'approbation sont maintenant décrits dans la [Délégation des pouvoirs du CEMD pour l'administration financière des BNP](#) (tableau 1 et tableau 2) plutôt que d'être énumérés ou identifiés dans la politique elle-même.

2. Further, sub delegation of NPP Hospitality, previously prohibited, is now allowable as per the [DOA](#).

2. De plus, la sous-délégation des services d'accueil des BNP, auparavant interdite, est maintenant permise en vertu de la [Délégation des pouvoirs](#).

3. Questions may be referred to Greg Mackenzie, Senior Manager Financial Policies, at 902-430-5348, mackenzie.greg@cfmws.com

3. Pour toute question, veuillez communiquer avec Greg Mackenzie, gestionnaire supérieur des politiques financières, par téléphone au 902-430-5348, ou par courriel à mackenzie.greg@sbmfc.com.

Le directeur général des Biens non publics,



Ian C. Poulter
Managing Director, Non-Public Property

Enclosure: 1

Pièce jointe : 1

Distribution List

Action

All Base/Wing/Unit Commanders
NPP OAB

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NPP HOSPITALITY POLICY

Date of Issue: June 2004

Revision date: 21 May 2024



APPLICATION

1. This policy applies to all employees of the Staff of the Non-Public Funds, Canadian Forces (SNPF), members of the Canadian Armed Forces (CAF) and employees of the Department of National Defence (DND) involved in Non-Public Property (NPP) hospitality activities/events.
2. This policy is issued to facilitate staffing of requests to extend hospitality. Occasions that are not covered under this NPP policy or exceed limitations identified at paragraph 18 of this policy require the approval of the Managing Director NPP.

APPROVAL

3. This policy is issued under the authority of the Managing Director (MD) NPP.

ENQUIRIES

4. Enquiries regarding the policy shall be directed to the CFMWS Senior Manager, Financial Policies via email to financepolicy@cfmws.com.

DEFINITIONS

5. **Beverages** – Non-alcoholic drinks such as coffee, tea, juice, and soft drinks. The provision of alcoholic beverages may be authorized when protocol dictates.
6. **Hospitality** – The complimentary provision of meals and beverages and, in special circumstances, the provision of small mementos, to guests of the SNPF, and Public Service Employees and CAF members at NPP expense. The host to guest ratio must be reasonable and the attendance of spouses/partners may only be authorized in rare circumstances.
7. **Host** – The individual or entity/unit that is responsible for overseeing the hospitality event or activity.
8. **Meals** – Including the preparation of food, table decorations, linens, gratuities, catering services, etc.
9. **Mementos** – Small tokens of appreciation offered to guests of SNPF or CAF members on special occasion and representative of Canadian culture. Mementos are only offered when official formality or etiquette require. The offering of mementos to SNPF, Public Service Employees and CAF members hosting guests is not authorized. Examples of mementos: plaques, framed documents, maple syrup etc.

POLICY

10. NPP permits the extension of hospitality in an economical, consistent and appropriate way, when it will facilitate the conduct of NPP business and/or is required by protocol.
11. All hospitality activities shall be accounted for within the NPP accountability framework.

- a. Hospitality expenses for NPP funded transactions and publicly reimbursement transactions (including HQ hospitality transactions) shall be recorded in General Ledger (GL): Entity (XXXX) - Outlet (XXXX) - Natural Account (7208) – Sub Account (000).

FREQUENCY OF PROVIDING HOSPITALITY

12. Hospitality events should not normally take place on a recurring basis (i.e. held more frequently than quarterly).
13. In those limited situations where hospitality events are to take place more frequently than quarterly, justification for providing the hospitality as well as justification for the frequency, must be included in the hospitality approval request. Approval by the Chief Operating Officer (COO) or higher level is required.
14. All recurring hospitality events will be periodically reviewed and assessed by the Compliance and Assurance team.

OCCASIONS TO EXTEND HOSPITALITY

15. Hospitality may be extended as part of conducting NPP business when it contributes to the achievement of overall NPP objectives or as required by protocol. The authority to extend hospitality using NPP rests with authorities identified within the [CDS Delegation of Authorities for the Financial Administration of NPP](#) based on the direction provided within this document.
16. Normally hospitality can be provided for:
 - a. Town Hall meetings and/or award ceremonies and recognition luncheons sanctioned by the Managing Director NPP, or Base/Wing/Ship/Unit Commanders;
 - b. meetings that extend over health breaks or normal meal hours;
 - c. retreats or team-building workshops;
 - d. training sessions and conferences;
 - e. Sports Award ceremonies and competitions;
 - f. Meal compensation for employees working beyond normal working hours. Note: For unionized CAT I employees, this compensation must be awarded in accordance with their applicable collective agreement, if any; and
 - g. Functions and activities related to events such as sponsor recognition dinners and/or receptions. Note that hospitality related to marketing activities and events such as family days, air shows, and sponsorship campaigns are also subject to this policy.
17. Excluded from this policy are: expenditures coded to representational expenses (see PSP Manual, Chapter 10-2, section 3) or Senior Military Appointment (SMA) Grants, mess bar cards, mess entertainment functions including Remembrance Day, New Year Levee, support to the Jr. Ranks Christmas Dinner, Weekly Coffee etc. or Base/Wing/Ship/Unit fund expenditures that are in accordance with an approved constitution. It must also be noted that hospitality provided as part of a sponsorship arrangement/contract is not subject to this policy.

RESTRICTIONS AND RULES

18. The following restrictions/rules apply to ALL hospitality activities/events:
 - a. Hospitality shall not be provided for regularly scheduled meetings or Public

expenditures payable under Financial Administration Manual (FAM) Chapter 1017-1 Hospitality inside Canada;

- b. Pre-approval of expenditures is required for ALL hospitality activities/events regardless of cost;
- c. Authority can be provided in the form of an e-mail, memorandum or by more formal means with a draft Annex A (Request to Extend Hospitality Form) as an attachment;
- d. Source of funding must be clearly identified – no central funding exists;
- e. An approved copy of Annex A (Request to Extend Hospitality Form) must accompany requests for payment;
- f. For meals: NPP Travel Policy meal rate per person;
- g. For health breaks: 50% of breakfast allowance per person;
- h. For receptions: breakfast allowance per person;
- i. For mementos: \$75 per person up to a maximum of three per occasion and the offering of mementos to hosts is not authorized;
- j. The provision of alcoholic beverages may be authorized when official protocol dictates;
- k. Efforts should be made to optimize the number of function attendees;
- l. Host to guest ratio must be reasonable; and
- m. The attendance of the approving authority at the event is permitted.

AUTHORITIES / RESPONSIBILITIES

19. NPP Hospitality Delegation of Authority levels are listed in the [CDS Delegation of Authorities for Financial Administration of NPP](#) - Table 1- Bases, Wings, Ships, Deployed Operations, Command Funds, Branch and Regimental Funds and Table 2 - CFMWS and Central Funds (Divisions).
20. A variance of no more than 10% between pre-approved and actual cost is permitted. Should the variance exceed this threshold, approval by the appropriate authority for the actual total hospitality cost is required.
21. Provision of hospitality outside the limitations identified at paragraph 18 requires the approval of the Managing Director NPP.

REFERENCES

[CDS Delegation of Authorities for Financial Administration of Non-Public Property \(NPP\)](#)

[Personnel Support Program Policy Manual](#)

[A-FN-105-001/AG-001 – Policy and Procedures for NPP Accounting](#)

ANNEXES

[Annex A – Request to Extend Hospitality Form](#)

Request to Extend Hospitality Form (Example)

Function Type	NPP Hospitality <input checked="" type="checkbox"/>	Publicly Reimbursable Hospitality <input type="checkbox"/>
Function Name	NPP Fundraising Seminar	
Function Date(s)	13-14 May 2024	

Substantiation

NPP Fundraising Seminar - Breakfast (1) health break (4) (morning and afternoon), lunch (2) supper (1) for estimated 19 people including external guests.
 NPP Travel Policy Meal Rates: breakfast \$24.35, lunch \$24.65 supper \$60.45 health break is 50% of breakfast rate (\$24.35/2 = \$12.18 (Rounded up))

Summary of Costs (excluding mementos)

Cost Category	Estimated Cost	Currency (if not \$Cdn)
Breakfast (1)	\$ 380.00	
Health Break (4)	\$ 740.00	
Lunch (2)	\$ 620.00	
Supper (1)	\$ 798.00	
Alcohol		
Other (specify)		
Other (specify)		
Total estimated incremental cost of event:	\$ 2,538.00	0.00
Rate of exchange:		
Total estimated incremental cost of event in \$Cdn:	\$ -	

Cost per person: (Must include number of guests and hosts to calculate estimated cost per person)

Planned Form(s) of Hospitality	Number of Hosts			Number of Guests	Total Participants	Total Estimated Cost	Estimated Cost Per Person	Max. Cost Per Person
	SNPF	CAF	OTHER					
NPP Fundraising Seminar	7	5	3	4	19	\$ 2,538.00	\$ 133.58	\$ 182.82
							\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
						\$ 2,538.00		

Note: Max cost per person = 1 breakfast @ \$24.35 + 2 lunches @ \$24.65 + 1 supper @ \$60.45 + 4 health breaks @ \$12.19

Substantiation & number of mementos presented:

N/A

Cost of mementos: \$ -

Grand Total: \$ 2,538.00 **General Ledger (GL):** Entity (XXXX) - Outlet (XXXX) - Natural Account (7208) – Sub Account (000)

Event OPI: I confirm that these proposed expenditures are in compliance with the principles and mandatory requirements of the NPP Hospitality Policy, provide value for money and that the most economical options have been selected.

 Name Signature Position Title Phone Date

Recommended / Not Recommended

 Name Signature Position Title Phone Date

Reviewed by local NPP Accounting Office (or Finance Business Partner for HQ)

 Name Signature Position Title Phone Date

Approved / Not Approved

 Name Signature Position Title Date

Notes:

- (1) For preapproved hospitality activities/events a 10% variance between planned and actual costs is authorized.
- (2) Completed forms are to be attached as accounting source documents (Payment Requests, Credit Card Statements, CF603 Merchandise Requisitions)