



**ADMINISTRATIVE  
COMMUNICATIONS SYSTEM  
U.S. DEPARTMENT OF EDUCATION**

**DEPARTMENTAL DIRECTIVE**

**OS: 1-101**

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*Distribution:*  
All Department of Education  
Employees

*Approved by:* \_\_\_\_\_/s\_\_\_\_\_  
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Principal Deputy Assistant  
Secretary for Management  
Delegated the Authority to Perform  
the Functions and Duties of the  
Assistant Secretary for Management

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**Use of Appropriations for Official Reception and  
Representation Expenses**

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For technical questions regarding this ACS document, please contact William Doyle via [e-mail](#) or on 202-205-7851.

Supersedes ACS Directive OS: 1-101, "Use of Appropriations for Official Reception and Representation Expenses" dated 03/24/2008.

## **I. Purpose**

This Directive sets forth policies and procedures governing the use of the U.S. Department of Education (ED) appropriations for official reception and representation expenses.

## **II. Policy**

The reception and representation funds will be used for expenses properly incurred, relating to official reception and representation functions. This refers to: (1) a function held in this country and attended by domestic or foreign officials, the primary purpose of which is to explain or interpret the programs of ED; 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 ED. Expenses for such official functions can be charged to this fund only upon advanced approval or authorization of the Secretary, or a designated official.

The Executive Office for the Office of the Secretary will make all financial arrangements for approved activities. The reception and representation funds will be controlled by the Office of the Secretary, and therefore allotted only to the Office of the Secretary. Only the Office of the Secretary is to use the funding limitation and object class used for accounting and reporting obligations of the reception and representation funds.

## **III. Authorization**

Congress includes in ED's Annual Appropriation Act a section under the General Provisions that provides funds for "Official Reception and Representation Expenses" from funds available for salaries and expenses. The authorization for official reception and representation is necessary because the Comptroller General prohibits use of appropriated funds, without statutory authority, for the purpose of food, beverages and other entertainment expenses. Since the Secretary must hold official receptions and entertain for official purposes, Congress has specifically authorized funds for such functions.

## **IV. Reasonable Allowable Expenses**

Expenditures will be approved for official activities such as:

1. Official reception and representation activities for visiting officials and dignitaries of the education community, foreign governments and other public or private participants, benefiting or otherwise affected by the mission of ED.
2. Meetings with representatives from the education and academic

communities, or target populations of ED programs.

3. Breakfasts, luncheons, dinners, receptions and special occasions, the purpose of which is to explain or interpret areas of responsibility or concern of ED.
4. Purchase of gifts in honor of distinguished officials of foreign governments benefiting or otherwise affected by the mission of ED.
5. Other reception and representation expenses that the Secretary may authorize or approve as being of a type directly related to the responsibilities or concerns of ED.
6. 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.

## V. Non-Allowable Expenses

Official entertainment will be in keeping with propriety as dictated by the occasion. Attendance of ED personnel will be held to a minimum consistent with proper courtesy due the guest(s) of honor.

Expenses that may not be funded include:

1. Expenditures normally expected to be assumed as personal obligations, e.g., membership fees in any society, club or association (U.S.C. 5946).
2. Entertainment of a personal nature (5 U.S.C. 5536).
3. Purchase of cards, or gifts for seasonal or other personal purposes, regardless of the recipient.
4. Expenses of printing or engraving of Christmas cards or other types of greeting cards (44 U.S.C. 111).

## VI. Approval of Reception And Representation Expenses

- A. Requests for approval to use reception and representation funds for a proposed function or activity which could be charged against these funds must be submitted in writing, a minimum of ten working days in advance of the function or activity, to the Executive Officer for the Office of the Secretary for processing and approval by the Secretary or a designated official. There must be no arrangements for activities made that could be inferred to be an official action by ED using these funds prior to the Secretary's or a designated official's approval. The request for approval (see [Attachment A](#)) will clearly

indicate the following:

1. Specific purpose of the activity and how it furthers the mission of ED.
2. Description of the type of function to be carried out.
3. Estimated allowable cost.
4. Date(s), time, and location of the function or activity.
5. Identification of the proposed participants.
6. Name, office and telephone number of ED's representative responsible for making the arrangements for the particular function or activity.

#### B. Obligation and Payment Processing

##### 1. Obligation

The Secretary or designated official upon approving funds for reception and representation will return the approved request to the Executive Officer for the Office of the Secretary. The Executive Officer for the Office of the Secretary will notify the requesting office of the approval. The requesting office will then make the arrangements for the function or activity based on the approval, and the Executive Officer for the Office of the Secretary will have the appropriate analyst in the Executive Office initiate all required procurement and financial actions, e.g., preparation of obligation documents such as a purchase order or purchase card transaction, etc.

##### 2. Payment

All bills, receipts, and other supporting documents along with a valid reimbursement claim for each approved function or activity will be certified by the Executive Officer for the Office of the Secretary to ensure that the services, and/or materials have been acquired and are proper for payment. If the invoices received exceed the approved estimate and/or obligated amount, the invoice with attached documentation will be reconciled with the requesting office and vendor and then forwarded to the Secretary or designated official for review and approval. It is the responsibility of the requesting office to collect, review, approve, and/or resolve discrepancies and forward documents to the Executive Officer for the Office of the Secretary for certification and approval.

Approved invoices, along with all supporting documentation, will be

forwarded to the appropriate analyst in the Executive Office for the Office of the Secretary for payment. The Budget Analyst in the Executive Office for the Office of the Secretary will maintain copies of invoices and other supporting documents relating to the use of appropriations for official reception and representation expenses. The Office of the Secretary will maintain records to ensure that internal controls are maintained, all transactions are clearly documented, and the documentation is readily available for examination.

#### C. Reports

Upon request, the Executive 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.

**Attachment A: Request For The Use Of Reception and Representation Funds**

TO: Secretary of Education

THRU: Executive Officer/OS

FROM: Assistant Secretary or Designee

SUBJECT: Request Approval for Use of Reception and Representation Funds

Approval is requested for the use of reception and representation funds for the following:

1. Specific purpose and how this function or activity furthers the mission of ED
2. Description of function to be carried out
3. Date(s), time, and location of function or activity
4. Participants (By Attachment)
  - a. Names of officials and organizations
  - b. Names and organizations of ED personnel
  - c. Names and agency titles of other Federal government employees
5. Estimated allowable cost (itemized list and total for the function or activity)

Requestor Name and Title:

Requestor Signature: \_\_\_\_\_

Date of Request: \_\_\_\_\_

**FOR OS USE ONLY:**

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_