

SECRETARY-GENERAL'S BULLETIN NO. 29/Rev.1

To: Members of the Staff of United Nations

Subject: "INSTRUCTIONS REGARDING HOSPITALITY EXPENSES"

Effective 1 July 1947, SGB/29 of 18 June 1946, "Instructions Regarding Hospitality Expenses" Section 3, "Type of Expenses Allowed", fourth paragraph, is cancelled and superseded by the following:

"Expenses incurred for the entertainment of staff members of the Secretariat will not ordinarily be allowable as hospitality expenses. When, as a means of saving time, it is necessary to bring groups of the staff together at meal periods for instruction, or when it is essential that staff members be brought into social association with Delegates or members of organs, for the advancement of the work of the United Nations, limited hospitality may be extended to such staff members provided the Secretary-General or the Bureau of Administrative Management and Budget gives specific approval beforehand. Except for the most important negotiations, hospitality expenses will not be incurred for the entertainment of salesmen or representatives of vendors, lessors or contractors.

By direction of the Secretary-General

(sgd) Byron Price
BYRON PRICE

Assistant Secretary-General for
Administrative and Financial Services

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