

GENERAL GUIDELINES (not all inclusive)
Use of Funds Entrusted to Escort Officers

OFFICIAL REPRESENTATION FUNDS (ORF)

Applicable Policy: DoD Directive 7250.13; and DoD Instruction 7000.14-R

A. AUTHORIZED EXPENSES:

1. Lodging
2. Meals and refreshments
3. Taxi fares and rental vehicle fees (when government transportation is not available)
4. Official communications made by U.S. escort personnel that relates directly to official visit
5. Gratuities for services rendered by non-government personnel/vendors.
6. Valet services such as laundry & dry cleaning that would normally not have been encountered except for the travel associated with the official visit
7. Official entertainment as may be required or authorized, such as receptions, luncheons, various social events, concerts, sightseeing tours, official gift presentations, and sports activities as deemed necessary
8. Food purchased for in-flight meals
9. Fees for non-interest bearing checking accounts, cost of travelers checks to support the mission

B. UNAUTHORIZED EXPENSES:

1. Personal items such as clothing, toilet articles, cigarettes, hair and beauty care, shoeshine, and souvenirs
2. Personal telephone calls or transportation where official duties are not involved
3. Expenses of crew members of Special Airlift Mission (SAM) aircraft (these personnel are not considered members of the official party)
4. Gifts or flowers to be presented by the authorized guests
5. For the U.S. personnel, TV movies in hotel rooms are considered "private" entertainment and therefore are a personal expense
6. Christmas or greeting cards
7. Classified projects for intelligence purposes
8. Payment of membership fees or dues
9. Repairs, maintenance, and renovation projects to enhance the appearance of DoD facilities

C. ESCORT OFFICERS (paying agents) are authorized to pay, from ORF all official expenses while acting as an escort to distinguished guests.

D. A complete justification shall be submitted with a final accounting to WHS Financial Management Directorate, ATTN: the Official Representation Funds Manager for any expenditures of an unusual or questionable nature.

E. A final accounting, including a daily itemized statement with all "original" receipts, official gift recipients list, if any, and actual attendees at all official functions are to be provided to the ORF manager upon completion of the trip (exact due date specified in the memorandum of appointment). Escort officers (paying agents) are personally liable for the funds entrusted to them and shall not be relieved of financial responsibility until a complete accounting has been filed.