

## **Hospitality Fund Reporting Instructions**

U.S. Department of Commerce Departmental Administration Order (DAO) 203-10 states in part, the Chief Financial Officer (CFO) is responsible for managing the Hospitality Fund and “shall maintain adequate systems of accounting and internal control in accordance with directives of the Department and the General Accounting Office.”

In accordance with DAO 203-10, personnel requesting the use of Hospitality Funds must report the actual amount of funds expended for each Request for Authorization for Official Entertainment (CD-464) within 14 days for domestic expenditures and 30 days for overseas expenses. Please follow the instructions below in reporting the final cost of the gift or event.

The Financial Management Office must reconcile all accounting transactions to maintain an accurate status of available funding. To accomplish this task, the Accounting Office must be able to balance the Hospitality Fund requests to the transactions in FFS. When NBC receives the actual expenditure information, the Hospitality control number will be entered in the description field on the payment, enabling the transaction(s) to be matched directly to the request.

### **Credit Card Users**

1. Annotate the CitiBank statement with the Hospitality Fund accounting code and control number. Write this information on the same line as the charge if there is enough space (See Example #1).
2. Where space is restricted, copy the item number and then list the Hospitality Fund accounting code and control number at the bottom of the statement.
3. Attach the invoice(s) and/or receipt(s) for the gift/event to the statement.
4. Attach a copy of the approved CD-464 form.
5. Return one copy of the statement and attachments to the CFO office, Kathaleen Thompson Rm. 3827 and send the original to the National Business Center (NBC) at the address listed below.

National Business Center  
Products and Services  
Mail Stop D-2761, ITA  
P.O. Box 272025  
Denver, CO 80227-9025

### **Overseas Expenses**

1. Process the Obligations/Expenditures through the State Department’s accounting system.
2. Annotate the Invoice with the Hospitality Fund accounting code, control number and total amount of the invoice converted into U.S. Dollars in the top margin. (See Example #2)
3. Attach the invoice(s) and/or receipt(s) for the gift/event and the cable authorizing the funds to a copy of the approved CD-464 form and FAX the documents to the CFO office, Kathaleen Thompson, at (202) 208-6825.

July 27, 2002



7111122220000333300000000000000212

Account Number
1111-2222-0000-3333

Statement Date
05/21/2002

Total Amount Due
Not an invoice. For your records

JOHN A DOE  
 DOC ITA DOA OIG  
 14TH & CONST AVE NW  
 ROOM 8922  
 WASHINGTON DC 20230-0001

M00047

For telephone or address change on travel cards, please place an X in the parentheses and make the desired changes on the reverse side.()

## CITIBANK GOVERNMENT COMMERCE SERVICES

CARD STATEMENT

Previous Balance	Credits	New Charges	Total Activity
\$0.00	\$0.00	\$14,07.48	\$14,07.48

FOR CUSTOMER SERVICE CALL 1-800-790-7206 OR WRITE PO BOX 45134, JACKSONVILLE, FL 32232-5134  
 OUTSIDE THE U.S. AND CANADA CALL COLLECT 904-954-7850

Agency Name: <b>DOC ITA DOA-OIG</b>		Account Number: <b>1111-2222-0000-3333</b>	
Accounting Code: <b>201/3500-06/7900</b>		Agency/Org Id:	
Billing Office Id:		Tax Exempt #	
Discretionary Code:		Cycle Purchase Limit:	
Single Purchase Limit: <b>\$2,500.00</b>		<div style="border: 1px solid black; padding: 5px;">         List the Hospitality Fund accounting code and control number on the same line as the charge.       </div>	

  

Sale Date	Post Date	MCC Code	Reference Number	Description	Total Amount
***** NOTICE MEMO ITEMS LISTED BELOW *****					
04/10	04/22	8200	0000724800116	1 GRADUATE SCHOOL, USDA-CAT WASHINGTON DC	425.00
04/21	04/23	4216	2070111266263	2 FEDEX SHP 04/10/02 AB# 21606 J 614-39024664 TN	4.76
04/21	04/23	4216	2070111266261	3 FEDEX SHP 04/10/02 AB# 73164 GF 407-673714682 TN	4.76
04/23	04/24	4215	3070113060420	4 FEDEX SHP 04/11/02 AB# 73164 GF 497-673714641 TN	4.82
04/23	04/24	4216	3070113060437	5 FEDEX SHP 04/11/02 AB# 21696 BL 498-665090960 TN	4.76
04/23	04/26	6712	4900000100020	6 OFFICE PAVILION 202-8617361 DC	13.44
04/23	04/26	6712	4900000100020	7 OFFICE PAVILION 30982 202-8617361 DC	13.44
			0116484318	8 GRAPHICS PRESS/TUFTE 1 203-272-9187 CT	320.00
			0114103806	9 FEDEX SHP 04/12/02 AB# 21696 GF 497-673719220 TN	4.76
			0114103903	10 FEDEX SHP 04/12/02 AB# 73164 DL 498-665094483 TN	4.76

  

Where space is restricted, copy the item number and then list the Hospitality Fund accounting code and control number at the bottom of the statement.

Item 6 215/395506/9500 (Hosp# 622)

Memo Section
Approval Section

CARDHOLDER SIGNATURE

APPROVING OFFICIAL SIGNATURE (Except Travel)



35 King George, London, WX3 6FW,  
Phone: (171) 555-0297 Fax: (171) 555-3

215/395506/9500 (Hosp# 623)  
Total \$ 236.46

# INVOICE

# 00298574

List the Hospitality Fund control number, accounting code and total amount of the invoice converted into U.S. Dollars in the top margin of the invoice.

Date: 26 APR 2002

Ship To: John A Doe  
14th & Const Ave NW  
Room 8922  
Washington DC 20230-0001  
USA

Bill To: John A Doe  
14th & Const Ave NW  
Room 8922  
Washington DC 20230-0001  
USA

Order ID:	Customer ID:	Salesperson:	Order Date:	Required Date:	Shipped Date:	Ship Via:
10482	1066473	Ann Devon	23-Apr-2002	28-Apr-2002	26-Apr-2002	Federal Express

Product ID:	Product Name:	Quantity:	Unit Price:	Discount:	Extended Price:
40345	Certificate Frames, Teak Craved	10	£14.70	0%	£147.00

Subtotal £147.00

Freight: £27.48

Total: £154.48