



Use of Representation Funds

The Fiscal Year 2003 appropriation provides the OIG for the first time with statutory authority to use up to \$2,500 in appropriated funds for official reception and representation expenses.

This policy directive describes what the funds are and how they can be used in the OIG in Fiscal Year 2003 and in any subsequent Fiscal Years that the OIG receives statutory authority to use appropriated funds for official reception and representation expenses.

What are official reception and representation expenses?

GAO's Principles of Federal Appropriations Law defines these as expenses to interact with other agencies and non-governmental entities in official events combining social and business relations, which relate to the agency's functions.

Examples include food and beverages, and speaker mementos, at seminars or ceremonies, but not routine meetings.

With approval, you may use Representation Funds for events involving people from outside the federal government, and also federal government employees.

Who must approve?

- 1) Send all requests for representation funds to your AIG.
- 2) AIGs then consult with Counsel to ensure the proposed use is consistent with the law governing representation funds use.
- 3) Once Counsel ensures the AIG that the use is appropriate, the AIG gains approval from the Deputy Inspector General.
- 4) Once the Deputy Inspector General has given approval, the AIG will supervise the expenditure of the funds. The AIG will also ensure that the expenditure does not exceed the amount authorized and will notify the Budget Analyst in the Office of Management of the expenditure immediately. The Budget Analyst will track all expenditures to ensure that the OIG does not exceed the amount that Congress authorized for representation funds use. The Budget Analyst will record this information in the updated monthly financial plan for senior management review.

If I have a question about this policy, whom can I contact?

Please contact the Office of Counsel by email at delmarr@oig.treas.gov or langwiserc@oig.treas.gov and by phone at (202) 927-0650. If you can't reach officials in the Office of Counsel, please send an email to OIG-OM@oig.treas.gov or call the Office of Management main line at (202) 927-5200.