



OPW Oifig na
nOibreacha Poiblí
Office of Public Works

Official Entertainment Policy

Office of Public Works

The OPW seeks to manage appropriate and necessary entertainment expenses in an open and transparent manner to ensure safeguarding the use of public funds and value for money. Expenditure on official entertainment should be compliant with [Department of Finance Circular 25/2000](#).

Scope:

The scope of this policy applies to all individuals, including employees and contractors of the OPW, who incur or authorise entertainment expenditure or attend events.

Purpose:

The purpose of this policy is to outline the OPW policy and procedures for the reasonable expenditure of funds on official entertainment.

Official entertainment is defined as “the provision of meals, beverages, and general entertainment to staff and/or third parties at any time or location”. Expenditure on official entertainment is subject to the highest standard of accountability, including that it must relate to the furtherance of the business of the OPW, be reasonable and proper records maintained.

Categories:

- Lunches/Dinners at Internal/External Venues: Expenditure for lunch or dinner is only permitted for participants and presenters for meetings, training sessions and seminars which relate to the furtherance of the business of the Office.
- Staff attending official functions: Recoupment of expenditure for lunch or dinner is permitted where staff members are attending official functions on behalf of the Office with a direct involvement in the delivery of the event. The number of staff attending should be kept to a minimum.
- Receptions: Events may be held where a budget provision is available and where the event is directly associated with the operations of the Office. The cost of all such events should follow the expenditure guidelines outlined in Department of Finance Circular 25/2000.
- Alcohol: Alcohol is generally not provided at OPW functions. Discretion should be exercised in relation to the purchase of alcohol at business meals/events and in the provision of alcohol at OPW functions. Non-alcoholic beverages should be widely available when alcohol is being served.
- Meeting Refreshments: In general, tea/coffee should not be ordered for internal meetings or for short meetings. In particular, consideration should be given to the time of the meeting. Where teas and coffees are deemed necessary for longer meetings, the strictest economy must be observed.

Limits:

Where expenses are incurred, the strictest economy should be observed at all times in relation to entertainment expenditure and the limits set out in [Circular 25/2000](#) must be strictly adhered to.

Expenditure outside of these limits or alternative arrangements to the above provisions must receive prior approval of the Chairman, as Accounting Officer.

Please note that all spending in relation to entertainment expenses will be monitored on an ongoing basis and follow up action taken, if necessary.

Prepared by	Head of Corporate Services
Date	2019
Version	1.0