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GUIDELINES FOR REPRESENTATION, CATERING AND GIFTS

INTRODUCTION

As an independent institution within the public administration, the Danish Institute for Human Rights strives to minimize expenses related to representation and gifts as far as possible.

These guidelines are based on the Ministry of Finance's budgetary guide, *Budgetvejledning*, as well as a general notion of appropriate behavior within the public sector. Regardless of the type of permission, all representational expenses are subject to these guidelines.

Representational expenses must be related to an occasion relevant for the institute. Furthermore, the expenses should be appropriate and proportional to the occasion. Please consult the institute's anti-corruption guidelines for further information.

A general distinction is made between:

1. Representation
2. Internal provision and catering for employees

The definitions of these two types of expenses are presented below alongside the maximum amounts in each case.

On special occasions, exemptions can be made with regards to the tariffs. Please note that in such cases, permission must be given in writing by the executive director prior to the event.

1 REPRESENTATION

Definition: Representation regards activities directed towards external representation and aims at promoting the interests of the institute. Representation can be defined as professional attention or hospitality towards external connections. Thus, representation is always related to external participation.

Representational expenses cover costs of food, beverages, gifts and displays of courtesy towards external parties. Additionally, the costs of anniversaries and similar occasions can be covered if the occasions are directed towards external participants and held to promote the interests of the institute.

All expenses incurred in relation to a representational event should be defined as representational expenses, even in the case of participation by employees.

Birthdays are regarded as private occasions. Accordingly, birthday presents for external partners should be kept at a modest level – e.g. a book, a bottle of wine or the like.

Maximum costs of representation	
Dinner with beverages included	DKK 700 p. p.
Work-lunch with beverages included	DKK 300 p. p.
Reception with beverages included	DKK 75 p. p.
Presents, flowers or the like	DKK 500 p. p.
Meetings (Coffee, tea, bread, fruit, water)	DKK 75 kr. p. p.

Beverages can vary between water, beer or wine, according to the occasion.

2 INTERNAL PROVISION AND CATERING FOR EMPLOYEES

Definition: Internal provision and catering for employees are defined as activities and costs that are related to the wellbeing of employees and the improvement of their general working conditions. This can include dinners in relation to meetings, seminars for the employees, internal receptions etc. Thus, the aim can be of a professional nature as well as a social one.

In relation to internal meetings, the relevant department director will decide, in accordance with the general guidelines, whether expenses for food and special beverages can be covered. Internal meetings include departmental meetings, working group meeting, project group meetings etc.

Use of the institutional funds for presents on personal occasions such as birthdays, weddings or childbirths is unwarranted. Employees should, however, feel free to arrange a private fundraising for presents or flowers on such occasions.

Exceptions:

- In case of severe illness or the like, the institute will send flowers to the employee in question.
- In the tragic event of an employee's death, the institute will send a funeral spray for the burial service.

Maximum costs of internal services and employee expenses	
Dinner with beverages included	DKK 400 p. p.
Work-lunch with beverages included	DKK 150 p. p.
Reception with beverages included	DKK 30 p. p.
Presents, flowers or the like	DKK 500 p. p.
Meetings (Coffee, tea, bread, fruit, water)	DKK 75 p. p.

Beverages can vary between water, beer or wine, according to the occasion.

Extraordinary work related receptions

If the employee wishes, a reception can be held in relation to the following work related occasions:

- Anniversaries marking 25-, 40- and 50 years of governmental employment
- The resignation or departure of an executive director, deputy executive director or departmental director
- Resignation or departure of an employee after more than 5 years of employment at the institute.

Depending on the occasion, a reception can include tea, coffee, fruit, chocolate, beer, water, wine or the like at a maximum expense of 30 kr. per expected guest. In practice, there is an upper limit of 1.200 kr. per event. Furthermore, the event should generally take place within the premises of the institute.

Education of students

On the occasion of an office trainee's graduation, a present can be given on behalf of the institute at the maximum cost of 500 kr. Additionally, a reception can be held in compliance with the above-stated guidelines.

Interns

When finalizing an internship at the instituttet, the intern can be given a gift by the relevant department representing a maximum amount of DKK 250,-

3 DOCUMENTATION AND APPROVAL AT THE SETTLEMENT OF ACCOUNTS

All expenses should be approved/ certified by the responsible budget manager. In turn, the responsible budget manager's invoices need approval by a superior.

The relevant invoices should state the following information as a minimum:

- Occasion, aim
- Names of participants and the nature of their affiliation
- Location, time and date

The specified vouchers in relation to representational dinners, receptions and presents are handled through INDFAK/ REJSUD. If the expenses deviate from the norm, a separate note of exemption should be signed by the executive director and attached.