GJ – 19-10.2022
Approved BEMB 24.10.2022

Entertainment expenses - BE Guidelines

1. Definition of entertainment expenses

This includes:

A. Expenses related to special events (such as group events, barbecues, reception, etc.)
B. Expenses related to a professional visit of guests from outside CERN for work-related reasons (such as the cost of meal at a restaurant, …)

2. Clarification of the rules

Staff members who are likely to spend money on entertainment expenses must ensure in advance that the nature and amount of the expenditures follow the CERN rules and the guidelines defined by BE Management.

a. CERN rules

The "entertainment expenses" include the cost of a meal at a restaurant for a guest outside CERN, catering costs, the cost of reception rooms, the spending on food and any other necessities like cups, plates, etc.

All other expenses will not be reimbursed.

Alcoholic drinks, such as wine or beer, are tolerated in reasonable quantities. Strong alcohol is prohibited.

Reimbursement of restaurant expenses based on receipts are limited to Groups of 10 people or less. For larger gatherings an official DAI must be submitted.

b. BE guidelines

The BE guidelines are as follows:

Group Events:

- The number of large, group-wide events for which expenses are claimed should be limited to 2 per year.
- The committed amount should be kept below 30 CHF per attendee including soft and alcoholic drinks and expenses such as tablecloths, cutlery, glasses, etc.
- Section events will not be reimbursed.
- The costs for these special events shall be charged to the group's general budget code.

Examples of what can reasonably be claimed: food, soft drinks, beer, wine, cutlery, plates, cups.
Examples of what cannot be claimed: sports equipment, specialized cooking equipment, specialized cooking utensils, …

Restaurant Claims:

- It is possible to be reimbursed for a restaurant meal **when accompanied by an external guest** who is visiting CERN for work-related reasons. The claimant should be able to justify the invitation, provide the name of the guest and keep all receipts in order to obtain reimbursement.

- Reimbursement is limited to groups of 10 or less; for larger gatherings a DAI must be created.
- The costs for these events shall be charged to the group's general budget code.

It is highly recommended to book a table in restaurants 1 or 2. In this case payment can be arranged directly via a group budget code. Another possibility is to use a restaurant for which CERN has a negotiated price. An updated list can be obtained from the mice.office@cern.ch.

3. Procedure for reimbursement for entertainment expenses

Only staff members can claim reimbursement for entertainment expenses:

- They must submit the original proofs of payment (receipts, invoices) along with a description of the event, the date and a list of the participants (for groups of up to 10 people) to the GAO.
- The GAO can then create a Sundry expenditure claim indicating the account to be debited (essential information for the routing of the document).
  - Either 6253000 (payment from a CERN budget account)
  - Or 6253100 (payment from a third-party account).

  This claim will be approved by the Group Leader and DPO.

The deadline to ask for reimbursement is six months from the date of the event. Beyond this date no reimbursement is possible.

Direct payment of entertainment expenses to a supplier should be favoured over sundry claims. For this, the GAO must create a DAI. The following information must always be provided on the DAI: the names of the people present if 10 or fewer (if more than 10 people, the number of participants is sufficient), the name of the event, the location, the date and the reason/justification.

4. Organisation of seminars, workshops & conferences

The organisation of all such events should pass via the MICE office. This service is in charge of contacting suppliers and negotiating rates. Framework contracts are already in place with several local suppliers.

Before the event, the GAO must create the corresponding Purchase Requisition (DAI).

5. Useful Link and Contact

More information is available on the admin eguide:
https://admin-eguide.web.cern.ch/en/procedure/payment-entertainment-expenses

In case of questions, please contact Ronny BILLEN or Géraldine JEAN.

6. Miscellaneous

An inventory of material available for BE group events is given in the table below:

<table>
<tr><th>Equipment</th><th>Contact person</th><th>Remarks</th></tr>
<tr><td>Cutlery, plates and glasses for about 100 people</td><td>Alessia VALENZA
BE.ABP.secretariat@cern.ch</td><td>Material must be returned clean. Any broken or lost items must be replaced.</td></tr>
<tr><td>Pizza tools (brush, shovel,…)</td><td>Marta ALEGRIA
BE.CEM.secretariat@cern.ch</td><td>Material stored in room 937/1-023. Should be returned clean.</td></tr>
<tr><td>An outdoor wood-fire pizza oven on mobile structure with metallic pan and cleaning kit.
</td><td>Angélique FOUSSAT
BE.EA.secretariat@cern.ch

or Markus BRUGGER
Markus.Brugger@cern.ch</td><td>Material stored in the workshop, building 117.
Weight: 200 kg.
Transport through internal transport request in EDH.
Safety use condition: fire extinguisher nearby.</td></tr>
<tr><td>20 tables (183 X 76 l X H.74)

40 benches (L.175 x 29 x H.46)

,</td><td rowspan="2">Delphine BAIL
delphine.bail@cern.ch</td><td rowspan="2">Material stored in building 931. Please contact Delphine at least 15 days before the event. Delphine will take care of the transport of the material that should be returned clean and in good condition.</td></tr>
<tr><td>1 plancha / barbecue charcoal
(110 x 54 x 90)
Charcoal not provided!
</td></tr>
</table>

Sports equipment		
2 volleyball nets + 5 balls	Delphine BAIL delphine.bail@cern.ch	Material stored in building 931.
1 badminton net + 4 rackets + 4 shuttlecocks	Efthymia LADERI BE.CSS.secretariat@cern.ch	Material stored in room 774/1-032

Some CERN clubs may occasionally lend equipment such as tents. Please contact them directly.

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