

**Circular Memorandum**

From : Director of Administration To : Distribution  
Ref. : (12) in CSO/AW/GA/09 Pt. 1  
Tel. No. : 2810 3838  
Fax. No. : 2877 0802  
Date : 13 December 2010

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**General Guidelines on  
Expenditure on Official Entertainment**

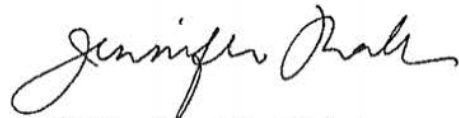
This circular memorandum announces the revised guidelines in respect of expenditures on official lunches and dinners.

2. Following a recent review, including, inter alia, a survey of prices for lunches and dinners amongst a mix of 25 restaurants, we consider there to be scope for adjusting the guidelines on expenditure on official lunches and dinners issued on 30 March 2007 vide Circular Memorandum ref. CSO/AW L/M 2/2007. With the agreement of the Secretary for the Civil Service and the Secretary for Financial Services and the Treasury, I write hereby to promulgate the updated guidelines.

3. As from 1 January 2011, officers entertaining guests should aim to spend not more than \$350 (instead of \$300) per person for lunch or \$450 (instead of \$400) per person for dinner, inclusive of tips. This is meant to serve as a general guideline. Exceptions may be considered but must be properly justified and clearly recorded in line with established mechanisms within each department or bureau. All officers should also comply with the Civil Service Regulations 750 and 751 governing official entertainment expenses. Colleagues are reminded to continue to exercise economy and avoid undue accusations of extravagance when entertaining guests. The other economy drive measures set out in the Circular Memorandum ref. CSO/DU/F/AR/33 (03) dated 7 March 2003 remain valid.

4. In case you have questions on this circular memorandum, please feel free to approach Mrs Vivian Tam, Principal Executive Officer (Administration) of the Departmental Administration Unit, Chief Secretary for Administration's Office, on 2810 3228.

5. This supersedes the Circular Memorandum ref. CSO/AW L/M 2/2007 dated 30 March 2007.



( Miss Jennifer Mak )  
Director of Administration

Distribution

Directors of Bureaux  
Permanent Secretaries  
Heads of Departments

c.c. JA  
D/CEO  
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