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1. Effective Date

- 1.1 This policy is effective on **7 June, 2020**.
- 1.2 This policy replaces the previous Department of National Defence (DND)/Canadian Armed Forces (CAF) financial management (FM) policy instruments related to events and conferences listed in [Appendix C](#).
- 1.3 The policy was approved by the Assistant Deputy Minister, Finance (ADM(Fin)) on **7 June, 2020**.

2. Application

- 2.1 This policy applies to all events paid for or reimbursed using DND public funds, unless specifically excluded in this policy. Since conferences fall under the definition of events, this policy also outlines the additional financial management policy requirements for conference attendance and sponsorship.
- 2.2 This includes [events](#) and [conferences](#):
 - Paid for using public funds when hosted or organized by DND, including when the expense is reimbursed to DND; and
 - Paid for using public funds when hosted or organized by an external entity or other government department (OGD) where DND is paying registration fees, sponsorship or a reasonable portion of the event costs.

3. Context

- 3.1 The Government of Canada as a whole and the DND/CAF in particular, incur event and conference expenditures each year to support program delivery. To provide for effective FM of these resources, internal controls must be in place for the planning, authorization, recording and reporting of event and conference expenditures.
- 3.2 Due to the nature and complexity of its programs, the DND and CAF are faced with unique situations that may not be addressed or fully articulated under the Treasury Board (TB) Directive on Travel, Hospitality, Conference and Event Expenditures (THCEE) and TB Guide to THCEE. This policy is required to outline and explain the DND/CAF's policies and practices related to the planning, authorizing, recording and reporting of event and conference expenditures and highlights internal policy restrictions for higher risk situations. It generally does not repeat the information in the TB Directive on THCEE or TB Guide to THCEE.
- 3.3 Accordingly, this policy must be applied in conjunction with and after reading the following:
 - TB Directive on THCEE; and
 - TB Guide to THCEE.

- 3.4 This policy must also be read in conjunction with:
- Financial Administration Manual (FAM) Chapter 1017-1, Hospitality Expenditures;
 - FAM Chapter 1017-3, Travel Expenditures;
 - FAM Chapter 1017-6, Official Mementos;
 - DND and CAF Code of Values and Ethics;
 - Defense Administrative Order and Directive (DAOD) 7023-0, Defence Ethics.
- 3.5 All financial documentation supporting the transactions must be retained for six years from the end of the fiscal year in which the transaction took place. When an Accounts Receivable is created, all documentation is to be retained until the account is cleared. When a criminal, disciplinary or recovery action is taken, all documentation must be retained and protected for six fiscal years after the process is completed.
- 3.6 See [Appendix A](#) for the definitions applicable to this policy and a list of acronyms used.

4. Objectives and Expected Results

- 4.1 The objectives of this policy are to:
- Identify the DND/CAF key stakeholders involved with the FM of event and conference expenditures and to outline their roles and responsibilities; and
 - State and explain the DND/CAF FM policies and practices of events and conferences that are not addressed in the TB Directive on THCEE or TB Guide to THCEE.
- 4.2 The expected results of implementing this policy are:
- Effective governance, oversight and internal controls over event and conference expenditures;
 - Increased awareness of key DND/CAF stakeholders in regard to their roles and responsibilities related to the planning, authorization, recording and reporting of event and conference expenditures; and
 - Responsible management of event and conference expenditures in accordance with the DND/CAF's implementation of the TB Directive on THCEE and TB Guide to THCEE.

5. Requirements

A. Event Requirements

Planning for Events

- 5.1 In addition to the requirements of Section D.2.2 of the TB Directive on THCEE, events must be planned in advance to minimize costs. Furthermore, the following factors must be considered:

- Determination if event approval is required for the activity (i.e. events that are operational or training in nature do not require event approval);
 - Determination if the event is required and can be justified;
 - The planned timing of the event;
 - The planned length of the event;
 - The number of [public servants](#) to attend;
 - The number of [non-public servants](#) to attend;
 - The choice of location;
 - The frequency of the event;
 - The nature of activities and components to be included;
 - Means to avoid or minimize [component costs](#) have been considered to the extent possible (including travel, hospitality, conference, official mementos or other costs);
 - The total event cost including breakdown of component costs; and
 - The timeframe required to obtain the necessary event and component cost approvals and contracting to support the event.
- 5.2 Event activities can be complex given that multiple components and/or participating organizations may be involved. It is important to identify the specific components and ensure that all authorities, justifications, requirements and restrictions are satisfied in accordance with the applicable FM policy.
- 5.3 When planning events, Responsibility Centre (RC) Managers must restrict the number of participants to the minimum necessary to achieve departmental objectives.
- 5.4 When an activity's circumstances result in increased risk related to greater public scrutiny, perceptions of value for money, DND reputation, the nature and scale of the activity, risk of injury and/or potential conflict of interest, in addition to seeking event approval from the appropriate delegated authority, the details of the proposed event must be disclosed to a more senior (i.e. higher) financial approval authority. For example, a large scale event where DND/CAF is paying for some of the expenditures while a significant portion of the expenditures are paid for with non-public funds, including third party sponsorships or donations that involve perceived potential conflict of interest must be disclosed to the Deputy Minister (DM).
- Note:**
- It is strongly recommended that when both public funds and non-public funds are authorized for a DND/CAF event that the organizer/Office of Primary Interest (OPI) ensures that the total costs (public and non-public) and any risks are disclosed to a more senior (i.e. higher) financial approval authority such as the DM.
- 5.5 The planning phase should take into consideration whether the DND/CAF event or participation in an externally hosted event or a Non-Public Property (NPP) hosted activity, could be perceived as a conflict of interest. Assistance from the Director, Defence Ethics Program within ADM (Review Services) must be sought under such circumstances.

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- 5.6 Events and internal conferences must use government-owned facilities when they are appropriate and available.
- 5.7 The use of rental facilities and other component costs that are exclusively incurred to provide food and beverages at events involving only public servants is permitted when there is no other appropriate facility available to accommodate both the event and the provision of food and beverages. In addition to being included in the total incremental costs submitted for event approval, the nature and justification for the facility rental must be disclosed in the event approval request package submitted to the approval authority.
- 5.8 Recurring event expenditures must be periodically reviewed and assessed to ensure that the continuation of the activity is required.

Determining Whether Event Approval Is Required

- 5.9 Event approval is required for gatherings of individuals engaged in activities other than training or operational activities.
- 5.10 Event approval is required for high visibility and/or high risk activities including staff or management retreats and town halls for the purpose of briefing staff or providing an update on key priorities, as well as departmental celebrations, and award and recognition ceremonies etc.
- 5.11 Conferences require event approval except when attendance is for operational reasons or deemed to be training. Management's diligence is required to ensure only valid participation and activities are considered and approved. Section 5.B. of this policy, Conference Requirements, provides the specific financial management policy requirements for the sponsorship/organization and/or attendance of conferences.
- 5.12 The DND/CAF List of Activities Requiring Event Approval in Appendix B must be used to determine if an activity requires approval. Event approval must be obtained for activities on this list except when exempted by the appropriate approval authority, such as when an L1 decides that the purpose of attendance at a conference is training or operational.
- 5.13 The following activities are considered operational and do not require event approval:
 - Activities undertaken to deliver DND/CAF programs or services (e.g. military operations, surveillance tasks, emergency response, etc.);
 - Activities undertaken to deliver internal services that support the delivery of DND/CAF programs or services (e.g. internal audits, procurement, accounting, financial systems, financial reporting, human resources, IT support, etc.);
 - Meetings to plan activities that support DND/CAF programs or services, including internal services (e.g. meetings held to plan/coordinate a deployment overseas, press conference, etc.); and
 - Governance activities that are an essential part of departmental oversight (e.g. Departmental Audit Committee meetings, Military Police investigations, etc.).

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- 5.14 The primary purpose of an activity determines if an activity constitutes an event, an operational activity or training.
- 5.15 The event host/OPI must assess whether the activity requires event and/or conference approval and can consult with their Comptroller staff and/or the responsible Level One (L1) organization for further assistance.
- 5.16 If there is uncertainty whether the activity is operational or training in nature, event and conference approval should be sought in order to mitigate risk to the department. The rationale for treating an event and/or conference as operational or as training must be documented in writing for audit purposes.
- 5.17 Regardless of whether an activity is exempt from requiring event and conference approval, individual components such as travel, hospitality and official mementos still require expenditure initiation authority in accordance with the Delegation of Authorities (DoA) for Financial Administration for the Department of National Defence and the Canadian Armed Forces Instrument and the respective FM policy.
- 5.18 Training activities do not require event or conference approval. These activities require approval in accordance with the established DND/CAF processes for training and fall under column 2 of the Delegation of Authorities for Financial Administration for the DND and the CAF document and Matrix.

Event Costs

- 5.19 When submitting a request for event approval, the costs to be submitted are those specified in Section D.4 of the TB Guide on THCEE.
- 5.20 Salaries and wages of DND employees/ CAF members and other fixed operating costs are excluded from the event cost submitted for approval with the exception of:
- Cost for staff, including reservists, term and casual employees, hired specifically to participate in the planning or execution of one or more events (e.g. guest speaker, event coordinator, audiovisual or administrative staff providing direct support to the event); and
 - Overtime directly attributable to the event when there is reasonable certainty that the overtime will be paid in cash instead of time in lieu of payment.
- 5.21 If a DND asset, such as an aircraft or vehicle, will be used at the event, the variable operating costs are to be included (as per the DND Cost Factors Manual).

Note:

The exception is when the use of an aircraft is within the Yearly Flying Rate program. In this case, the aircraft fuel costs can be excluded from the total event costs that determine the appropriate approval authority, but must be disclosed in the event approval request package for information purposes.

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- 5.22 When the breakdown of variable versus fixed operating costs is not available within the Cost Factors Manual, full operating costs are to be used. Additional assistance can be sought from the OPI for the Cost Factors Manual or from the appropriate Comptroller organization as required.
- 5.23 In situations when there are multiple unrelated events/activities included within the same trip itinerary, the travel costs must be allocated to the events/activities and be disclosed in the event approval request package for the approval authority's awareness.

Provincial Sales Taxes

- 5.24 In accordance with the guidance in Appendix E of the TB Guide to THCEE, RC Managers are reminded that an exemption from the Provincial Sales Tax (PST) must be claimed for event costs (when applicable) in accordance with the DND/CAF policy and guidance provided for PST. When an exemption from PST cannot be claimed (e.g. the use of an Individual Designated Travel Card for travel or personal funds), and event approval is required, the costs in the event approval request must include the applicable PST.

Authority to Approve Events

- 5.25 The main factors that determine the appropriate approval authority for an event are:
- The event host/OPI for the activity; and
 - The total DND/CAF cost of the activity.
- Although the event host/OPI is normally the funding organization or unit, the nature and purpose of the event are the decisive factors for determining the event host/OPI.
- 5.26 Event approval must be obtained from the appropriate authority prior to initiating expenditures and entering into financial obligations (e.g. before signing a contract). The authority to approve events is delegated to positions in the Delegation of Authorities for Financial Administration for the DND and the CAF document. Incumbents of these positions require a valid DoA form in order to exercise this authority.

Note:

The authorities to approve event and/or conference expenditures are summarized in the THCEE Approval Matrix as a supporting tool (see references [section 8.4](#)).

- 5.27 All component costs must be detailed in the total costs submitted for event approval. Individual component approvals such as for travel, hospitality, conference and official memento expenditures are conditional upon event approval (i.e. the event approval authority can refuse any of the component activities).

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- 5.28 To maximize efficiencies, approval for the event and its components should be coordinated and combined in a single approval request package to the most senior approval authority.
- 5.29 The event request is normally approved by the event host/OPI (including when they are attending) unless the event cost exceeds their approval authority. In these circumstances, a superior with the required approval authority must approve the event, even if that superior is attending.

Notes:

- There is no perceived personal benefit for the event host/OPI to approve their own event. However, they cannot approve event components when there is or could be perceived personal benefit (for example when hospitality is provided or their own travel costs or their own conference attendance fees for external conferences). These component costs would need the approval of a superior with the required approval authority.
- The MND is not the event host/OPI for DND/CAF events including those that the MND attends. The MND will only approve DND/CAF events that exceed the DM's event approval authority (i.e. events that exceed \$50,000).

- 5.30 When local travel is the only event cost, the local travel authorization is deemed to provide event approval (i.e. event approval request is not required) provided that the approving RC Manager has the required authority for event and travel approval.
- 5.31 Event approval requests must specify a valid authority for any non-public servant non-local travel expenditures. Refer to Appendix D of FAM Chapter 1017-3 Travel Expenditures for more information.

Events Shared by Multiple RC Managers or DND/CAF Organizations

- 5.32 When there are multiple RC Managers or DND/CAF organizations participating in the event and contributing funds, a single OPI must be agreed upon based on the nature/primary purpose of the activity. The OPI must prepare the consolidated event approval request for the total costs on behalf of all DND/CAF representatives/organizations. If an event OPI cannot be determined, one must be assigned through the Chain of Command (i.e. VCDS staff for military, ADM(Mat) for procurement, etc.).

Events Shared Between DND/CAF and OGDs or External Entity/Entities

- 5.33 When event costs will be shared between DND/CAF and an OGD or external entity/person and DND/CAF is the primary event host or OPI and is paying for all of the event expenditures up front, the total event costs must be approved in accordance with this policy. The planned reimbursements and/or fees expected to be collected must be disclosed in the event approval request package to inform the approval authority, mitigate risk and provide governance and oversight.

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- 5.34 When an OGD and/or external entity/person is paying for all of the event expenditures up front, the planned transfer of funds to the other entity for DND/CAF's share of the event costs must be approved in accordance with this policy.
- 5.35 When each government department or external entity/person is paying for their respective portion of the costs directly, as specified in an agreement/contract, only DND/CAF's portion of the event expenditures must be approved in accordance with this policy.
- 5.36 In the circumstances described in [paragraphs 5.34 and 5.35](#) the estimated costs to be incurred by the external entity/person should be disclosed in the DND/CAF event approval request package to provide transparency and visibility to the approval authority. When cost estimates are not available, the briefing package should, at a minimum, disclose the types of expenditures that will be funded by the external entity/person.

Note:

For departmental events that require MND approval (i.e. those costing more than \$50,000) the total estimated federal costs of OGDs participating must be disclosed in the event approval request package.

Events That Involve Multiple Activities

- 5.37 When an event involves multiple activities, determining whether a single approval or distinct approvals for each activity is required depends on the situation.

Note:

Event splitting to avoid requiring a higher approval authority is not permitted. For example, the celebration of a military unit/branch's anniversary held with another activity, such as training or a town hall, having the same participants is considered a single event for the purposes of obtaining approval (i.e. the multiple activities cannot be split for approval purposes).

- 5.38 The following factors must be considered when making a determination for multiple activities:

- Purpose/objective of the activities (i.e. whether all activities are in relation to the same or similar topics);
- Participants involved (i.e. whether the same or similar group of participants attend the activities);
- Timing (i.e. whether the activities occur on consecutive days or whether there is significant gap between activities); and
- Location (i.e. whether the activities take place at the same location).

Notes:

- When multiple related event activities are considered a single event the combined cost of all activities determines the appropriate event approval authority.
- When event activities are for unrelated purposes and have different participants, these are considered separate or distinct activities for the purposes of determining the event approval authority.

- 5.39 This determination requires the exercise of judgment, and the rationale must be documented and kept on file along with other supporting documentation. If there is doubt as to whether distinct approval for individual activities is appropriate, a single event approval request for the multiple activities must be made.
- 5.40 When distinct event approvals are deemed necessary for multiple activities, a [bulk event approval request](#) can be used to streamline these event approvals (see [paragraphs 5.45 to 5.48](#)).

Requests for Event Approval

Event Approval Request Form and Requirement for Audit Trail

- 5.41 When requesting approval for a single event activity, the DND/CAF Event/Hospitality request form and other supporting templates/documents (available on the ADM(Fin) website) should be used as they provide the required level of detail for the approval authority. The use of this form with other necessary supporting documentation is mandatory for requests requiring DM or MND approval.

Note:

The MND and the DM do not approve the travel component costs for individual employees/members for event request packages.

- 5.42 Appropriate and adequate supporting documentation must be submitted with the request form and subsequently documented for audit trail purposes.
- 5.43 Evidence of event approval may be in the form of a hard copy wet signature on the event request form, a photocopy of the signed request form, an email or a copy of other authorized electronic processes in use by the Department. When approval is by email or other authorized electronic process, it must be kept as part of the documentation supporting the approval. The email or other authorized electronic process must include all of the information required for event approval and there must be a clear audit trail demonstrating the approval originates from the appropriate delegated approval authority.
- 5.44 Email approval for bulk event requests is not permitted in DND/CAF.

Request for Bulk Event Approval

- 5.45 Bulk or bundled event approval requests must provide sufficient details for the approval authority to make an informed decision. When some of the details are not known for an event, realistic estimates and a representative description of the planned event and its components must be provided in the request.
- 5.46 The approval authority for a [bulk event approval request](#) is the highest approval level required amongst all of the individual event activities included in the request.
- 5.47 Event costs approved using a bulk event approval request still require component approvals. All component costs must be included when calculating the total event costs in the bulk event approval request.
- 5.48 If bulk event approval has been given and one of the planned events exceeds the parameters of what was originally approved, an amended bulk event approval may be required. See [paragraph 5.52](#) for the circumstances requiring an amended bulk event approval or a single request.

Requests for Event Approval for Future Fiscal Years

- 5.49 Unless event approval is obtained during the latter part of the fiscal year for an event taking place early in the following fiscal year, event approval requests generally are made for activities that take place in the current fiscal year. Risks are inherent with a premature approval in regard to costing information, funding availability and the continued relevance of an activity taking place in a future fiscal year.
- 5.50 However, if an appropriate justification for seeking future event approval exists (e.g. there is a requirement to contract facilities a year or more in advance as per industry practice), and when there is a sufficient level of detail about the activity and reasonable expectation of funding availability, event approval can be sought in advance for future fiscal year activities.
- 5.51 When event approval is obtained during the latter part of the fiscal year, and the event is not planned to take place until the upcoming fiscal year, a commitment under *Financial Administration Act (FAA)* Section 32 must be made in the upcoming fiscal year only.

Requirement for Amended Event Approval (Re-Approval)

- 5.52 Subject to [paragraph 5.53](#), an amended event approval request is required when:
- The nature of the event differs from what was originally approved;
 - The event no longer falls within the original approving authority's approval limit;
 - A date change for the activity is not within a reasonable timeframe of the originally scheduled/approved date (see Notes);
 - There are omissions in the originally approved request; or
 - There are significant changes in the forecasted costs for the planned event.

Notes:

- Re-approval is required when the delay is 9 months or more from the originally planned date and the delay results in the planned activity being deferred to the next fiscal year.
- Re-approval may be required when the delay is less than 9 months when any circumstance in [paragraph 5.52](#) occurs, regardless of whether the delay results in the planned activity being deferred to the next fiscal year.

5.53 An amended event approval request is not required when the revised estimated event cost is within 10% of the originally approved total amount, provided that there are no other changes listed in [paragraph 5.52](#).

Note:

For events that were previously approved by the MND, the threshold for re-approval is the lower of 10% of the total event cost or \$10,000.

5.54 Re-approval must be obtained prior to initiating the event expenditures. The amended event approval must be approved by the original approving authority unless it now falls outside their approval authority limit. The re-approval must then be provided by the appropriate superior authority level. The re-approval of component costs may also be required. Further guidance on the criteria for amended approval of these components is provided within their respective FAMs.

Note:

In situations where a single approval approach has been implemented for an event and component approvals under the most senior approving authority, the re-approval must be sought from the most senior approving authority for the event package unless it falls outside their approval authority limit, in which case it must be sought from the appropriate higher authority level.

When Event Approval Has Not Been Obtained Prior to Initiating Event Expenditures

5.55 Obtaining event approval or re-approval after initiating or incurring event expenditures is not permitted. For those exceptional circumstances when event approval or re-approval authority has not been obtained prior to initiating event expenditures, a Briefing Note (BN) must be submitted to the person who would have been the approval/re-approval authority. The BN is for disclosure purposes and must explain why the proper approval was not obtained in advance and the corrective actions taken to prevent reoccurrence.

5.56 When event re-approval requires a higher authority level, the BN must be routed through the original approving authority for their awareness.

5.57 If the event was initially approved as part of a single approval event package, the BN must be submitted to the person who approved the event package and the person

who would have been the re-approval authority for the event package if it required a higher authority level (i.e. the most senior authority for the event and THCEE component re-approvals).

Recording Event Expenditures

Financial Coding for Commitments and Expenditures

- 5.58 The applicable GL codes for event component costs such as facility rental, hospitality, travel, office supplies or promotional brochures must be used when establishing commitments under FAA Section 32 in the Defence Resource Management Information System (DRMIS) to ensure that all payments for event expenditures are correctly coded.
- 5.59 Although event reporting is not specifically required by TB, it is essential that the proper GL code be used for component expenditures to comply with overall governmental reporting requirements and public accounts.
- 5.60 Expenditures associated with hosting an event should be easy to monitor and track in the departmental financial system to support periodic departmental reviews and decision making.

B. Conference Requirements

Planning for Conferences

- 5.61 Conferences determined to require conference approval also require event approval. The conference requirements must be applied in conjunction with in Section 5.A. Event Requirements of this policy, including the event planning detailed in [paragraphs 5.1 to 5.8](#).
- 5.62 Conference attendance should be limited to the minimum number of public servants necessary to achieve departmental objectives. The responsible OPI must identify the purpose of attendance to determine whether conference and event approvals are required.

Ceilings for Conferences

- 5.63 The annual L1 budget ceilings for conferences are combined with those for travel. These are determined as part of the business planning process and must be respected. If an increase to a ceiling is required, the need must be identified as part of the Quarterly Financial Review submission but only after it has been determined that internal reprioritization is not possible. Increases to L1 conference and travel ceilings must be approved by the Investment and Resource Management Committee (IRMC).

Determining When Conference Approval Is Required

- 5.64 The OPI must assess if the activity meets the TB definition of a conference. The primary purpose/nature of the activity is the determining factor. For activities that meet the TB definition, the purpose of attending a conference must be considered when determining the approval authority required for expenditure initiation.
- 5.65 Conference attendance for the purpose of sharing information requires both conference and event approval, including when attending to gain information on a product or service provided by a private organization (such as a trade show), to increase awareness of specific issues or to receive updates on a discipline.
- 5.66 Conference attendance required to help deliver DND/CAF's programs or services is considered an operational activity and does not require conference or event approval. For example, when a DND employee/CAF member is delivering a presentation or discussing the design of a departmental program with stakeholders, or when a DND employee/CAF member responsible for recruitment is working at an information booth to promote careers in DND or CAF. To be considered an operational activity, the DND employee/CAF member's active involvement must be directly linked to their daily work/tasks/statement of work (i.e. they are working as a presenter, expert, organizer, exhibitor or stakeholder versus gaining information or increasing their awareness of a discipline).
- 5.67 Activities that fully meet the TB definition of training and are delivered in a conference format should be deemed training. For conferences and large information sharing and learning sessions (LISLS) that do not fully meet the TB definition of training, the L1 OPI for the activity makes the determination or a recommendation to their TB functional community lead or DM, as appropriate, on whether it is training by reviewing the agenda and other details in accordance with the conference and training definitions. They should also consider other relevant factors such as if attendance is for maintaining accreditations needed for duties recognized by a professional regulatory body and ensuring provisions of the relevant collective agreements regarding conference attendance are respected.

Conference versus Training - Large Information-Sharing or Learning Sessions Process to Differentiate Between Conference versus Training

- 5.68 LISLS are conferences that typically have some elements of training (i.e. support learning and professional development) and usually don't include the traditional forms of training provided by the Canada School of Public Service, universities or other post-secondary institutions. These types of sessions usually have a large number of participants and may include participants from both the public and private sector.
- 5.69 For attendance at conferences that are LISLS in support of learning and professional development, the determination of whether conference and event approval is required versus training approval falls under the responsibility of functional community leads at TB Secretariat (TBS) or of the DM.

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- 5.70 The TBS government-wide functional community leads, shown in Table 1, will decide how to treat these LISLS for their own communities on a case by case basis (i.e. determine the conferences that can be deemed as training for approval purposes).

Table 1: Government-Wide Functional Community Leads for LISLS

Functional Area/Community	Responsible DND/CAF L1 Advisor Organization	Community Lead for Decision
Financial management	ADM(Finance)	Comptroller General of Canada
Internal Audit	ADM(Review Services)	
Real Property	ADM(Infrastructure & Environment)	
Material management, Procurement & Project management	ADM(Materiel)	
Information management, Information technology & Security	ADM(Information Management)	Chief Information Officer of the Government of Canada
Civilian personnel management and Executives*	ADM(Human Resources – Civilian)	Chief Human Resources Officer

*For CAF member training refer to table 2.

- 5.71 The LISLS decisions made by the TBS government-wide functional community leads are posted online (See the reference in [section 8.2](#) for the GCpedia link). Responsible OPIs should refer to this site to see if a particular conference already has been classified and what authorities are required.
- 5.72 For those communities where there is no government-wide functional community lead the DM is responsible for making the decision, as outlined below in Table 2.

Table 2: Departmental Functional Community Lead for LISLS

Functional Area Community	Responsible DND/CAF L1 Organization	Community Lead for Decision
Defence related	Vice Chief of the Defence Staff	
Legal services	Canadian Forces Legal Advisor Judge Advocate General (Military Law)	

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Functional Area Community	Responsible DND/CAF L1 Organization	Community Lead for Decision
Military personnel Management	Military Personnel Command	DM
Science and research	ADM(Science & Technology)	
Other communities not listed above	L1 Advisor that is responsible for that functional area/community	

- 5.73 Requests for the DM's decision are limited to LISLS when the estimated total departmental costs to attend (including component costs) exceed \$50,000. Decisions made by the DM can be found in [Appendix D](#) and updates will be maintained on the ADM(Fin) web site by DGFOS.
- 5.74 Requests for a training versus conference decision submitted to the TBS or to the DM through the CFO/DGFOS must include a sufficient level of detail to make an informed decision (e.g. name and date(s) of activity along with a brief LISLS description). The L1 Comptroller must advise the CFO/DGFOS of the final DM decision so that DFA can update the listing on the ADM(Fin) website.
- 5.75 Sessions that are deemed to be a conference require event and conference approval while those considered to be training require only training approval.
- 5.76 For sessions that are deemed to be training and exceed \$50,000, the responsible [Level 1 Advisor](#) for the functional area/community must disclose to the DM, through the ADM(Fin)/CFO and DGFOS, the total departmental costs (including component costs) and the number of participants, for information purposes. This should be provided before the training session takes place. While these training sessions do not require event or conference approval, they still require training approval as described in [paragraph 5.18](#).

Conference Costs

- 5.77 For internal activities that require conference approval (i.e. conferences sponsored or organized by DND/CAF that are not operational or training in nature), the costs submitted for conference and event approval must include the total departmental costs associated with the activity and follow the guidance given in [paragraphs 5.19 to 5.23](#). For conferences that are co-sponsored with OGDs or other external entities, the guidance in [paragraphs 5.33 to 5.36](#) of this policy applies.
- 5.78 For attendance at external conferences that are not deemed operational or training, conference and event approval is required for the total costs associated with DND/CAF's participation. For example, when participants from various L1 organizations are attending the same external conference, event approval is required for the total departmental cost in order to participate and the guidance in [paragraph](#)

[5.32](#) of this policy applies (i.e. a single OPI must be determined to coordinate one event and conference approval to the DM).

- 5.79 When the conference sponsorship or attendance involves travel, the requirements of the FAM Chapter 1017-3 Travel Expenditures apply.

Authority to Approve Conferences

- 5.80 Conference approval must be obtained from the appropriate authority prior to initiating expenditures and entering into financial obligations. The main factor that determines the appropriate approval authority is the L1 organization that is the event host/OPI. The authority to approve expenditure initiation for conferences is delegated to L1 Advisors (including equivalent positions) and above as per the Delegation of Authorities for Financial Administration for the DND and the CAF document.
- 5.81 All activities that require conference approval also require event approval; therefore, the conference approval is conditional upon event approval (i.e. the approval authority for the event can refuse any or all planned conference sponsorship expenditures and external conference attendance costs). Conference attendance fees must be approved by a superior at the L1 Advisor level or above, when there is a cost, while an attendee who is funding or organizing a conference can approve the event when within their delegated limits for event approval.

Note:

Requests related to conference sponsorship/organization are approved by the L1 Advisor or above from the event host/OPI organization (even when the approving authority is attending, as there is no perceived personal benefit from this approval). The L1 Advisor or above also approves requests for external conference attendance fees, except for their own attendance fees which require approval by the DM to avoid perceived personal benefit.

- 5.82 To maximize efficiencies, the L1 Advisor responsible for a conference can approve both the event and conference costs for all DND/CAF attendees simultaneously when the event cost is \$25,000 or less. The conference and event request file/package must clearly indicate what specific approvals are requested simultaneously, where applicable.
- 5.83 Provided the conference sponsorship/organization has been approved by the appropriate approval authority from the event host/OPI organization (i.e. L1 Advisor or above), any internal conference attendance fees charged for DND employees/CAF members to attend can be approved by the RC Manager.

Recording Conference Expenditures

- 5.84 The conference host/OPI must ensure that the applicable GL code is used when establishing commitments under FAA Section 32 in DRMIS for all conference expenditures as per the guidance provided in Section G.4.3 of the TB Guide to

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Financial Administration Manual (FAM) Chapter 1017-2 Event and Conference Expenditures

THCEE and the departmental guidance for financial coding of expenditures on the ADM(Fin) web site.

- 5.85 Expenditures associated with hosting a conference must be coded to the appropriate GLs such as facility rental, hospitality, travel, equipment rental, office supplies and promotional brochures, etc. It is important that the proper GL code be used to comply with overall governmental reporting, proactive disclosure requirements and public accounts.

Annual Reporting of Conference Expenditures

- 5.86 The DND/CAF's total conference expenditures must be disclosed in the departmental Annual Report on Travel, Hospitality and Conference Expenditures which must be posted on the Department's external website or on Open.Canada.ca. This disclosure is to coincide with the tabling of the Departmental Results Report.

6. Roles and Responsibilities

Minister of National Defence

- 6.1 For the purposes of this policy, the MND is responsible for:
- Approving event requests that exceed the delegated authority of the DM (i.e. when total costs exceed \$50 000); and
 - Approving external conference attendance for the Chief of the Defence Staff and the Ombudsman, following routing through the DM's office (unless the DM's approval has been requested).

Deputy Minister

- 6.2 For the purposes of this policy, the DM is responsible for:
- Reviewing all event requests requiring MND approval and providing recommendations to the MND regarding their approval;
 - Approving events and/or conferences in accordance with the DM's delegated authorities (i.e. when total event costs do not exceed \$50,000);
 - Approving external conference attendance fees of L1 Advisors; and
 - Deciding if a LISLS that exceeds \$50,000 requires conference and event approval versus only training approval, where there is no TB government wide functional community lead.

Vice Chief of the Defence Staff

- 6.3 In addition to the responsibilities of L1 Advisors listed below, the VCDS is responsible for:
- Providing independent and objective recommendations on event requests from L1 military organizations that require DM and/or MND approval; and

- Determining the OPI within the military chain of command when multiple organizations contribute funds and/or resources and they require assistance in confirming the single OPI responsible to coordinate event approval, administration and staffing.

Assistant Deputy Minister (Finance)/Chief Financial Officer

- 6.4 As the department's CFO, the ADM(Fin)/CFO is responsible for:
- The duties outlined in Section 4.1 of the TB Directive on THCEE, with the exception of paragraph 4.1.1 as the annual conference ceilings are currently approved through IRMC chaired by the DM;
 - Approving the DM's external conference attendance fees;
 - Approving event and conference requests in accordance with the CFO's delegated authorities;
 - Approving simultaneous event, hospitality and conference request, up to the DM's approval thresholds (including exceptional hospitality components delegated from the MND to the DM), when the DM is in attendance and therefore cannot approve such requests;
 - Reviewing all event requests (including conferences) requiring DM/MND approval and providing a recommendation to the DM/MND regarding their approval;
 - Providing strategic financial and business advice to the DM and L1 Advisors in regard to events and conferences;
 - Ensuring the GCpedia page is reviewed for LISLS decisions made by TBS in order to ensure the appropriate approvals are obtained;
 - Establishing governance and oversight to ensure events and conferences are managed within the department in compliance with this policy;
 - Providing the DM with a report for information purposes on the total departmental costs and number of participants when the total cost of LISLS deemed as training exceeds \$50,000 (including component costs); and
 - Ensuring that corrective actions are taken to address instances of non-compliance with this policy by a civilian, or in the case of a CAF member, notifying the military chain of command that corrective actions must be taken.

Level One Advisors

- 6.5 L1 Advisors are included in '[Senior Departmental Managers](#)' as defined by TB. L1 Advisors are responsible for:
- The duties of the senior departmental managers with respect to event and conference expenditures outlined in Section 4.2 of the TB Directive on THCEE;
 - Reviewing and recommending for approval event and conference requests that require the approval of the DM or MND and routing these to the ADM(Fin)/CFO;
 - Ensuring the event and conference approval requirements in this policy are clearly communicated to their staff and adhered with;
 - Ensuring the GCpedia page is reviewed for LISLS decisions made by TBS in order to ensure the appropriate approvals are obtained;

- Establishing governance and oversight to ensure managers' event activities are compliant with this policy;
- When applicable, identifying the need for an increase to the L1 ceiling for conference expenditures as part of the Quarterly Financial Review submission after determining that internal reprioritization is not possible;
- Tracking their event approval file and ensuring they are moving through recommendation and approval within the required timelines for higher level approval;
- Assisting the OPIs in determining if attendance at conferences is operational, training or needs conference approval for their areas of expertise, as outlined in Table 2; and
- Deciding if a LISLS whose total departmental costs are \$50,000 or less requires conference and event approval versus only training approval, where there is no TB government wide functional community lead for their areas of expertise, as outlined in Table 2.

Director General Strategic Financial Governance

6.6 The DGSFG is responsible for:

- Ensuring that this policy takes into consideration the unique situations and circumstances of the DND/CAF not addressed in the TB Directive on THCEE or TB Guide to THCEE;
- Working closely with Director General Financial Operations and Services (DGFOS) to develop procedures, including forms, to support this policy;
- Ensuring that the departmental financial systems adequately support the management of event and conference expenditures, including forecasting and financial reporting; and
- Testing key internal controls, reporting on the results, and tracking remediation of internal control issues identified.

Director General Financial Operations and Services

6.7 The DGFOS is responsible for:

- Ensuring departmental compliance with this policy is monitored;
- Ensuring that procedures, including forms are developed/updated by working closely with Director Financial Systems and Integration, to support this policy;
- Providing advisory support to the MND, DM, ADM(Fin)/CFO, L1s and their organizations regarding events and conferences (including LISLS) that require DM or MND approval;
- Reviewing event and conference (including LISLS) approval requests which require DM or MND approval for accuracy and compliance with this policy;
- Ensuring that DFA support the L1s with total departmental conference cost information and reminding the responsible L1s that they must request a consolidated DM/MND event approval request when total departmental conference costs exceed \$50,000;

- Compiling the departmental Annual Report on Travel, Hospitality and Conference Expenditures for posting on the department's external website or on Open.Canada.ca;
- Providing the ADM(Fin)/CFO with a report on the total departmental costs and number of participants for LISLS that are deemed as training and exceed \$50,000; and
- Ensuring a list of decisions on LISLS made by the DM is maintained and any updates are posted to the ADM(Fin) website.

Corporate Departmental Accounting Office

6.8 The CDAO is responsible for:

- Ensuring that compliance with this policy is monitored in accordance with verification and other tasks performed on THCEE costs; and
- Monitoring Regional Departmental Accounting Office compliance with this policy.

Level 1 Comptrollers

6.9 Level 1 Comptrollers are responsible for:

- Reviewing and recommending for approval all event and/or conference requests that require the approval of the L1, DM and/or MND;
- Assisting those in their financial chain of command in determining or requesting the total departmental event and/or conference costs and if a specific activity requires event and conference approval;
- Ensuring that effective processes and controls are in place to ensure compliance with this policy;
- Ensuring that compliance with this policy is monitored within the L1 organization; and
- Monitoring the L1 organization's conference expenditures to ensure that the L1 ceiling is not exceeded.

Regional Departmental Accounting Office Comptrollers

6.10 The RDAO Comptrollers are responsible for:

- Ensuring that compliance with this policy is monitored within the geographic area covered by the RDAO; and
- Assisting their clients regarding event and/or conference expenditure requirements, reporting or tracking issues.

Responsibility Centre Managers

6.11 RC Managers are responsible for:

- The duties with respect to event and conference expenditures outlined in section 4.2 of the TB Directive on THCEE;

- Ensuring that planned events and conferences meet the provisions of this policy;
- Ensuring that event and event component approval or amended approval is obtained from the appropriate approval authority prior to initiating expenditures and before contracting or procurement activities take place. Consult the Procurement Administration Manual for assistance with contracting/procurement;
- Approving an event request in accordance with the position's delegated authorities for events;
- Determining and recommending if the purpose of attendance at conferences is operational, training or needs conference approval;
- Ensuring that event approval requests are supported with appropriate documentation that is retained for audit purposes after approval has been given;
- Ensuring reasonable and accurate preliminary costs are included in the event approval request;
- Monitoring planned versus actual event expenditures to determine if an amended event approval is required, and if so, ensuring the amended approval is obtained;
- Ensuring that when DND employees/CAF members are provided a meal at an event or conference, they do not also receive an allowance for the same meal;
- Consulting with other organizations, subject OPIs or VCDS's staff responsible for taskings, as required, to determine the event and/or conference OPI for activities when multiple organizations are participating and/or contributing funds; and
- Monitoring event and conference expenditures on a periodic basis throughout the fiscal year and assessing recurring event expenditures to ensure continued relevance and requirement.

7. Consequences of Non-Compliance

- 7.1 Under the TB Policy on Financial Management, the DM is responsible for investigating and acting when significant issues regarding policy compliance arise, and ensuring that appropriate remedial action is taken to address such issues within DND/CAF. The TB Framework for the Management of Compliance provides guidance on the considerations for determining the possible mix of consequences, which include the impact of the non-compliance, whether there has been a history of non-compliance, whether there was intent and other circumstances.
- 7.2 To support the DM's responsibility under the TB Policy on Financial Management, the ADM(FIN)/CFO or in the case of a member of the CAF, the military chain of command at the ADM(FIN)/CFO's direction, must ensure corrective actions are taken to address instances of non-compliance with this policy. Corrective actions can include a requirement for additional training, changes to procedures or systems, removal or suspension of delegated financial authorities on a temporary or permanent basis, disciplinary action or other measures deemed appropriate.

8. References

8.1 Legislation

[Financial Administration Act](#)

National Defence – Assistant Deputy Minister (Finance)
Financial Administration Manual (FAM) Chapter 1017-2 Event and Conference Expenditures

8.2 Treasury Board and Central Agency FM Policy Instruments

- [TB Policy on Financial Management](#)
- [TB Directive on Travel, Hospitality, Conference and Event Expenditures](#)
- [TB Guide to Travel, Hospitality, Conference and Event Expenditures](#)
- [TB Framework for the Management of Compliance](#)
- [TB GCpedia Conference Versus Training Large Information-Sharing or Learning Sessions](#)
- [TB Policies for Ministers' Offices](#)
- [National Joint Council \(NJC\) Travel Directive](#)
- [TB Human Resources Information Notice Conference Attendance 2019-01-18](#)
- [TB Values and Ethics Code for the Public Sector](#)

8.3 DND/CAF FM Policies

- [Delegation of Authorities for Financial Administration for the DND and the CAF document](#)
- [Delegation of Authorities for Financial Administration Matrix](#)
- [THCEE Approval Matrix](#)
- [FAM Chapter 1017-6 Official Mementos](#)
- [FAM Chapter 1017-1 Hospitality Expenditures](#)
- [FAM Chapter 1017-3 Travel Expenditures](#)
- [The DND and CAF Code of Values and Ethics](#)
- [DAOD 2009-0, Conferences](#) (January 15, 1999 conference approval levels superseded, refer to levels in this FAM)
- [DAOD 2009-1, Conferences Sponsorship and Attendance](#) (January 15, 1999 conference approval levels superseded, refer to levels in this FAM)
- [DAOD 7023-0, Defence Ethics](#)
- [Procurement Administration Manual](#)

8.4 DND/CAF FM Guides, Forms and Other Tools

- [THCEE Approval Matrix](#)
- [Event/Hospitality Request form](#)
- [Decision Tree for Event](#)
- [Decision Trees for Event, Travel and Hospitality Approval](#)
- [Decision Tree for Conference](#)
- [Decision Tree for Conference Approval](#)
- [Decision Tree for Large Information Sharing or Learning Sessions](#)
- [Hospitality and Events page on ADM \(Fin\) web site](#)
- [Cost Factors Manual](#)

9. Enquiries

- 9.1 Enquiries on this policy are to be directed to the appropriate L1 Comptroller.
- 9.2 If the L1 Comptroller needs guidance on the matter(s) raised, the L1 Comptroller may contact Director Financial Accounting (DFA) within DGFOS.

- 9.3 If DFA needs guidance on the matter(s) raised, DFA may contact the Director Financial Policy (DFP).

Appendix A – Definitions and Acronyms

Definitions

Authority to approve events (Pouvoir d'approver les événements) means expenditure initiation authority for the planned event expenditures. This is a separate authority from commitment authority (Section 32 FAA), contracting authority and other required financial authorities. It is also a separate authority from component approvals such as hospitality, travel and conference approval. The authority to approve events is delegated by the DM and MND to the departmental positions specified in the Delegation of Authorities for Financial Administration for the DND and the CAF document.

Authority to approve conferences (Pouvoir d'approver les conférences) means expenditure initiation authority for the planned conference attendance fees or for costs related to conference sponsorship/organizing. This is a separate authority from commitment authority (Section 32 FAA), contracting authority and other required financial authorities. The authority to approve conferences is delegated by the DM and MND to the departmental positions specified in the Delegation of Authorities for Financial Administration for the DND and the CAF document.

Bulk event approval request (Demande d'approbation d'événements en bloc) is an effective method to obtain approval for multiple distinct event requests where it is not practical or administratively efficient to obtain prior approval for each individual event occurrence.

Component Costs (Coûts des composantes) are costs by category that may have explicit approval authority as per the DND Delegation of Authorities for DND and the CAF document, e.g. travel, hospitality, conference, official mementos, etc.

Conferences (Conférences) are events and refer to a congress, convention, seminar, symposium or other formal gathering, which are usually organized by a third party external to government, where participants debate or are informed of the status of a discipline (e.g. sciences, economics, technology, management). (This definition is based on the object of expenditure 0823 Conference Fees of the Government-wide Chart of Accounts).

Events (Événements) involve gatherings of individuals (both public and/or non-public servants) engaged in activities other than operational activities of the department. Examples of events include, but are not limited to:

- Management and staff retreats;
- Participation in conferences;
- Awards and recognition ceremonies; and
- Departmental celebrations.

National Defence – Assistant Deputy Minister (Finance)
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Expenditures

Refer to the List of DND Activities that require Event Approval at [Annex B](#) for further guidance.

Fixed Operating Costs (Coûts fixes d'opération) are costs that do not change over the short term even if the Department experiences changes in its activities or operational responsibilities. This type of cost tends to instead be associated with a period of time and usually with daily work related activities in an individual's assigned HQ area. Examples of some fixed costs are utilities, rent, amortization, interest expense, office space, property taxes, salaries (excluding overtime or individuals specifically hired for the event, casuals, temporary help, contractor's fees, Class A reservists, etc.).

Level 1 Advisor (Conseiller de N1) means a civilian L1 Advisor (ADM) or a military L1 Advisor and positions that are equivalent to L1 Advisors as per the departmental DOA for Financial Administration for the DND and the CAF document.

Non-public servants (non-fonctionnaires) include but are not limited to persons other than public servants such as casual employees, foreign military representatives or other officials, Non-Public Property employees, contractors, volunteers, spouses/accompanying persons, veterans, Interchange Canada/Exchange Officers, cadets, Governor In Council Appointees to positions outside of the public service, recipients of DND/CAF services and programs, individuals who are participating in DND/CAF consultations and negotiations, individuals who are being interviewed for employment at DND or to recruit CAF members and the Minister's exempt staff.

Operational activities (Activités opérationnelles) are those activities undertaken to deliver departmental programs and services including departmental internal services. For individuals, operational activities are those activities undertaken in the performance of their assigned tasks, as set out in position descriptions, terms of reference, and statements of work or other like documents. Any gathering of individuals, the purpose of which is not to conduct operational activities, shall be defined as an “event”.

Public servants (fonctionnaires) include DND employees, CAF members and OGD employees.

Senior departmental managers (Cadres supérieurs du Ministère) means all L1 Advisors.

Training (Formation) are fees paid for formal learning activities, which include a curriculum and established learning objectives, and where the primary purpose is to enable participants to maintain or acquire skills or knowledge.

Acronyms

ADM - Assistant Deputy Minister

ADM(Fin) - Assistant Deputy Minister (Finance)

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Expenditures**

CAF - Canadian Armed Forces

CDS - Chief of Defence Staff

CFO - Chief Financial Officer

DFA, Director, Financial Accounting

DFP – Director, Financial Policy

DGFOS - Director General, Financial Operations and Services

DGSFG - Director General, Strategic Financial Governance

DM - Deputy Minister

DND - Department of National Defence

DoA - Delegation of Authorities

DRMIS – Defence Resource Management Information System

FAA - *Financial Administration Act*

FAM - Financial Administration Manual

FM - Financial Management

GL - General Ledger

IRMC - Investment and Resource Management Committee

L1 - Level 1

LISLS - Large Information-Sharing or Learning Sessions

MND - Minister of National Defence

NPP – Non Public Property

OGD - Other Government Department

OPI - Office of Primary Interest

RC - Responsibility Centre

RDAO - Regional Departmental Accounting Office

National Defence – Assistant Deputy Minister (Finance)
Financial Administration Manual (FAM) Chapter 1017-2 Event and Conference Expenditures

TB - Treasury Board

TBS – Treasury Board Secretariat

THCEE - Travel, Hospitality, Conference and Event Expenditures

VCDS - Vice Chief of Defence Staff

Appendix B – List of Activities Requiring Event Approval (Non-exhaustive)

Serial	Activity
1	Management and staff retreats (including town halls).
2	Hospitality in support of conferences, ceremonies, or other activities that require event approval. <i>Exception: hospitality that is embedded/supports an operational or a training activity.</i> <i>Note: Irrespective of whether event approval is required, hospitality approval is required.</i>
3	Awards and Recognition Ceremonies.
4	Conferences sponsored by DND/CAF and conference attendance. <i>Exceptions: those supporting the delivery of a DND/CAF program/service and those deemed as training.</i> <i>Note: Conference approval is required in addition to event approval.</i>
5	Organization or participation to trade shows. <i>Note: Conference approval is required in addition to event approval.</i>
6	Other Ceremonies, including Canada Day, Remembrance Day, Battle of Atlantic, Change of Command and Battle of Britain. <i>Exception: those directed by a Queen's Regulations and Orders</i>
7	Special Events on International/National Month, Week or Day such as National Public Service Week, Fire Prevention Week, Team Canada ¹ and CAF Day.
8	Outreach and Public Relation Operations supported activities (CAF Appreciation ² , CAF Recognition ³) except Snowbirds, Sky Hawks and Band Performances when constituting the only DND/CAF contribution. (i.e. no other departmental event costs)
9	International/inter-regional sports events with travel outside the local area.

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Serial	Activity
10	Adventure training where departmental civilian or Non-Public Property (NPP) employees participate. <i>Exception: where civilian or NPP employees provide the training to CAF members and is deemed an operational activity, event approval is not required.</i>
11	Any other activities (gatherings) not considered an operational activity or as training in nature.

1 Team Canada are celebrity VIP morale missions in support of deployed personnel. Since 2006, these missions boost morale of troops and provide a Canadian flavour of volunteer entertainment to troops overseas. Musicians, entertainers and retired athletes travel to overseas locations that include Afghanistan, Greece, Latvia and Ukraine. Visits include music concerts, road hockey games, and socializing with troops.

2 CAF Appreciation events are initiated and hosted by professional sports teams and organizations to show appreciation of CAF members, to boost morale of troops and create greater awareness of the CAF. Hosts and season ticket holders donate their NHL, CFL, NBA, MLB, MLS, etc. tickets to allow CAF members to attend. The event costs are usually limited to only transportation, fuel, Class A salary costs for those participating in pre-game ceremonies (e.g. a Flag Party or performance of the national anthem) where applicable.

3 CAF Recognition events when CAF members and representatives are invited by external agencies to attend public events or galas as guests of honour or participants, which may showcase all CAF environments. Examples include Vimy Dinner, Soldier On, other military demonstrations, and community events, such as golf tournaments.

Appendix C – List of Previous DND/CAF FM Policy Instruments Related to Events and Conferences Being Replaced by this Policy

DFP Memorandum (7356-7-22) Treasury Board (TB) Directive on the Management of Expenditures on Travel, Hospitality and Conferences – Events dated 01 March 2013 and Annex A, B, C and D

DFP Memorandum (7356-0) Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures – Delegation of Authorities dated 15 April 2015 and Annex A

DFP Memorandum (7356-0) Streamlining of Event, Travel, and Hospitality Approvals dated 31 March 2016 and Annex A, B and C (archived)

DFP Memorandum (7356-0) Revisions to the Treasury Board Directive on Travel, Hospitality, Conferences and Event Expenditures dated 18 August 2017 and Annex B, C and D (superseded and archived)

DFP Memorandum (7356-0) Revisions to the Treasury Board (TB) Guide to Travel, Hospitality, Conference and Event Expenditures dated 7 February 2018 and Annex A and B

Appendix D – Sample Listing of Large Information Sharing and Learning Sessions Deemed Training by the DM (as of June 2020)

Activity	Description	Decision taken by the Deputy Minister (DM)
Canadian Association of Physician Assistants Conference CAPA	Professional development learning activities on subject matter areas related to Health Services.	This event was classified as training.
National Defence Comptrollers' Conference and Training & Development Forum (Forum days only)	Professional development learning activities on subject matter areas related to Financial Management.	This event was classified as training.
Judge Advocate General (JAG) Canadian Legal Education (CLE) Conference	Professional development learning activities on subject matter areas related to Legal Services.	This event was classified as training.
Executive Second Career Assistant Network (SCAN) seminars	Professional development learning activities on subject matter areas related to career.	This event was classified as training.
International Congress on Soldier Physical Performance Meeting	Professional development learning activities on subject matter areas related to health	This event was classified as training.
Canadian Special Operating Forces Command Human Performance Symposium	Professional development learning activities on subject matter areas related to health	This event was classified as training.

Note: See ADM(Fin) Webpage for up-to-date listing of LISLS deemed training by the DM.