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NASA Procedural Requirements

NPR 9050.1AEffective Date: November 04,
2002
Expiration Date: November 04,
2012**COMPLIANCE IS MANDATORY**

Official Representational Fund w/Changes 1 - 4 (11/15/05)

Responsible Office: Administrator

Change History.

Memo - Interim Policy Change to the NASA Procedural Requirements (NPR) 9050. 1, Administrator's Fund, dated 11/4/02.

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Change History

NPR 9050.1A Official Representational Fund

Change No.	Date	Change(s)
1	11/15/02	<p>- Subject was changed from "Administrator's Fund" to "Official Representation Fund".</p> <p>- Headquarters Accounting Division (HAD) changed to Regional Finance Office (RFO)</p> <p>1.3.1. edited to read: The ADA for Institutions and Asset Management is responsible for providing management oversight, control of funds, recording expenditures, guidance, advice, and resolution of issues between requesting offices and the Assistant Executive Officer for the Office of the Administrator that cannot be resolved otherwise.</p> <p>1.3.2. edited to read: The Headquarters Chief Financial Officer (CFO), Office of Headquarters Operations, is responsible for budget allocation and review. The Headquarters Accounting Operations component of the GSFC Regional Finance Office (RFO, is responsible for the administrative control, accounting, and disbursing of the ORF.</p>
2	12/20/02	<p>Restored - inadvertent omissions from NPG 9050.1 1. Add the following under P.4 References: b. NPG 1450.10C, NASA Correspondence Management and Communications Standards and Style, March 6, 2000. 2. Add as the last paragraph under 1.4 Semiannual Official Representation Fund Status Report: Reports must be submitted to the Headquarters Correspondence Management Office for forwarding to the Office of the Administrator in accordance with NPG 1450.10C, NASA Correspondence Management and Communications Standards and Style. (Reference Chapter 1, Managing and Controlling Mail and Communications, section 1.1, Communications Addressed to the Principals of the Office of the Administrator, and Appendix A., Administrator's Correspondence Preparation and Control.) 3. Change approving official's title from Assistant to Associate.</p>
3	1/30/03	<p>Change term "representation fund" to "representational fund" throughout to be consistent with NPD 9050.1.</p>

4	11/15/05	Revalidated for another 5 years with edits made to correct responsible office title and responsible official's name.
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Effective Date: November 4, 2002

PREFACE

P.1 Purpose

This NPR establishes the procedures governing the use of the Official Representational Fund (ORF).

P.2 Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities.

P.3 Authority

NPD 9050.1, Official Representational Fund.

P.4 References

None.

P.5 Cancellation

NPR 9050.1, Administrator's Fund, dated May 10, 2000.

/s/

Paul Morrell
Chief of Staff

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1.1 AUTHORITY TO APPROVE THE USE OF THE OFFICIAL REPRESENTATIONAL FUND

The Chief of Staff, or designee, has the authority to approve the use of the Official Representational Fund (ORF).

1.2 REQUESTS FOR USE

All requests for use of the ORF must be submitted by an Official-in-Charge (OIC) of a Headquarters Office or a Center Director. The requesting official is responsible for following the procedures as stated in section 2.1 when requesting use of the ORF.

1.3 ADMINISTRATIVE RESPONSIBILITIES

1.3.1 The Chief of Staff is responsible for providing management oversight, control of funds, recording expenditures, guidance, advice, and resolution of issues between requesting offices and the Assistant Executive Officer for the Office of the Administrator that cannot be resolved otherwise.

1.3.2 The Headquarters Chief Financial Officer (CFO), Office of Headquarters Operations, is responsible for budget allocation and review. The Headquarters Accounting Operations component of the Goddard Space Flight Center (GSFC) Regional Finance Office (RFO) is responsible for the administrative control, accounting, and disbursing of the ORF.

1.3.3 The General Counsel is responsible for reviewing requests for which a question exists regarding the legal propriety of using the ORF for the requested purpose.

1.4 SEMIANNUAL OFFICIAL REPRESENTATIONAL FUND STATUS REPORT

The RFO must prepare a semiannual ORF Status Report and submit it through the Headquarters CFO to the Assistant Executive Officer, Chief of Staff, and the Administrator for information.

1.5 ACCOUNTS AND RECORDS

1.5.1 The RFO must record charges to the ORF against the relevant NASA appropriation which provides funds.

1.5.2 The RFO must maintain a memorandum account for these charges and the files of all supporting documents and records.

2.1 PROCEDURES FOR REQUESTING USE OF THE FUND

2.1.1 Advance Approval. Advance approval is required for authority to incur or charge expenses against the ORF. Any official incurring expenses who has not obtained advance approval will assume personal responsibility until the actual expenses incurred are approved or in the event that the request is disapproved.

2.1.2 Requesting Use of the Fund. The requestor must complete NASA Form 1081, Request for Use of the Official Representational Fund. (NASA Form 1081 is available electronically at <http://www.hq.nasa.gov/office/codec/codeci/help/forms/formnf.htm>.)

2.1.3 Submitting NASA Form 1081. The completed form must be submitted for processing as early as possible and prior to the date for which such funds are required. The form must be submitted to the Assistant Executive Officer for the Office of the Administrator for final approval by the Chief of Staff.

2.1.4 Substantiating Documentation. The requestor must attach substantiating documentation to the NASA Form 1081, such as the invitee list, description of the event, justification, and direct deposit information for the payee as required for the electronic fund transfer process. The request must also include the total number of anticipated attendees and the number of attendees who are NASA employees. If the request is for an advance of funds, payment of the approved amount will be made to the requestor upon approval of the request.

2.1.5 Review and Concurrence. The requestor is responsible for obtaining the review and concurrence of the request from the appropriate offices identified in NPD 9050.1 paragraph 5, prior to submitting the request to the Assistant Executive Officer for the Office of the Administrator.

2.1.5.1 The Assistant Executive Officer for the Office of the Administrator must review the completed NASA Form 1081 for completeness and compliance against the required criteria.

2.1.5.2 The Assistant Executive Officer for the Office of the Administrator must submit the NASA Form 1081 to the Chief of Staff for approval or denial.

2.1.5.3 The Assistant Executive Officer for the Office of the Administrator must return a request denied by the Chief of Staff, along with an explanation, to the requesting official.

2.1.5.4 The Assistant Executive Officer for the Office of the Administrator must advise the requestor of the approval and provide the requestor with a copy of the approved NASA Form 1081.

2.1.5.5 The Assistant Executive Officer for the Office of the Administrator must provide the approved NASA Form 1081 and attachments to the RFO for obligation in the NASA Headquarters accounting records.

2.2 EXPENSES INCURRED WITHOUT ADVANCE APPROVAL

2.2.1 In the event an official is unable to process a request for use of the ORF in accordance with section 2.1 and expenses are incurred for functions or costs described in section 2.3, approval after the fact may be obtained in appropriate cases.

2.2.2 Postapproval can be authorized, provided the request is made within 30 calendar days after the

event. All requirements, as stated in section 2.1, must be followed. Additional justification must be provided, documenting the reasons that prior approval could not be obtained.

2.2.3 If the postapproval request is not submitted within 30 calendar days after the event, expenses incurred are the responsibility of the requesting official.

2.2.4 In the event the request for use of the ORF is denied, expenses incurred are the personal responsibility of the requesting official.

2.3 REQUEST CATEGORIES

2.3.1 The ORF may be available for expenses incurred, including the cost of food and beverages in connection with, but not limited to, the categories described below:

2.3.2 Official NASA Function. An official function is generally defined as an Agency event related to official Agency business and is typically characterized by a mixed ceremonial, social, and/or business purpose. Typically, the ORF is used for the expenses of all individuals attending the official NASA function. In some cases, NASA employees attending the function will be charged a pro rata share of the cost of food and refreshments; where this is necessary, NASA attendees will be advised of the charge prior to the event. In cases in which the ORF covers the expenses of all attendees, including NASA employees, an appropriate ratio of non-NASA individuals to NASA employees will be observed. As a general policy, and except in rare circumstances, at a minimum, at least one-third of the attendees must be non-NASA individuals. In addition, only one officially hosted event (e.g., luncheon/reception/dinner) per group per day may be funded, using the ORF for NASA and non-NASA individuals, as long as the prescribed ratio, that at least one-third of the individuals are non-NASA employees, is met.

2.3.3 Non-NASA Sponsored Function. In rare circumstances, the ORF may be available to pay all reasonable costs incurred by NASA employees designated as official representatives to meetings, including luncheons and dinners, which are sponsored by professional, technical, or industrial organizations, and related to NASA's aeronautical and space activities. (Note the exclusions included in section 2.4)

2.3.4 Extraordinary Entertainment Expense. The ORF may be available for the payment of entertainment expenses (e.g., tickets to theaters, museums, ballets) for foreign nationals and NASA representatives in unusual circumstances in which protocol requirements cannot otherwise be satisfied.

2.3.5 Presentation Items. The ORF may be available to purchase certain presentation items for non-NASA distinguished guests at special events (e.g., launch, landing, visit to a NASA facility, NASA visit to a non-NASA facility, international meetings with foreign dignitaries) or for protocol purposes.

2.4 EXAMPLES OF EXPENSES NOT COVERED BY THE OFFICIAL REPRESENTATIONAL FUND

2.4.1 Expenses that are incurred for the personal benefit of Government employees or their families.

2.4.2 Expenses that are reimbursable from regular travel or other funds.

2.4.3 Expenses for food, refreshments, or other services that are, under reasonable standards, extravagant or excessive in nature.

2.4.4 Expenses for NASA internal meetings or routine interagency business meetings or work sessions.

2.4.5 Expenses incident to activities unrelated to NASA's mission.

2.4.6 Other expenses that may be determined to be prohibited by law.

3.1 CLAIMS AND ACCOUNTING

3.1.1 NASA Form 1082, Claim for Reimbursement and/or Accounting for Advance from the Official Representational Fund, (available as an electronic form at <http://www.hq.nasa.gov/office/codec/codeci/help/forms/formnf.htm>) must be completed and submitted with the pertinent, substantiating documents (e.g., receipts, direct deposit information for electronic payment process) through the Assistant Executive Officer for the Office of the Administrator to the Chief of Staff. A copy of the approved NASA Form 1081 that requested the use of the funds must always be submitted with all other substantiating documentation.

3.1.2 Upon approval by the Chief of Staff, the Assistant Executive Officer will forward the NASA Form 1082, attachments, and payments, if applicable, to the RFO.

3.2 EXCEEDING APPROVED AMOUNTS

Where actual expenditures exceed the amount authorized, up to 110 percent of the amount authorized, a complete justification for the excess expenditures shall be included on the NASA Form 1082 for the event. If the expenditures exceed 110 percent of the preauthorized amount, absent specific written ratification/approval of the expenditure by the initial approving authority, the excess expenditures beyond 110 percent will be the personal responsibility of the requesting official.

3.3 ACCOUNTING FOR EXPENDITURES

3.3.1 Accountability and Documentation. All expenditures for which payment is requested from the ORF must be properly accounted for and documented. Such accounting must accompany all claims for payment or reimbursement. Substantiating documents are required and must include the following as applicable.

3.3.1.1 Separate itemization of amounts payable to the claimant and amounts payable directly to vendors, supported by receipts and vendor invoices, is required when direct payment to vendors is requested.

3.3.1.2 A certification must be included that the goods and/or services represented by each attached vendor invoice has been received and that payment is due.

3.3.2 Final Accounting for Advances. As soon as possible, but not later than 60 calendar days after receipt of the advance, the recipient must prepare the final accounting. The final accounting must be completed per the guidance provided in section 3.1. If there are extenuating circumstances, as determined by the RFO, an advance may be outstanding more than 60 calendar days as needed to meet the requirements of the Office of the Administrator.

3.4 ACCOUNTING FOR RECEIPTS

3.4.1 When NASA employees, attending an official function, are charged a pro rata share of the cost of food and refreshments (see section 2.3.2), the Assistant Executive Officer for the Office of the Administrator, acting for the Chief of Staff, is responsible for maintaining a record of the amounts collected, safekeeping the funds in a secured container, and periodically transmitting these monies and records to the RFO.

3.4.2 The RFO will deposit these funds in the U.S. Treasury and ensure that amounts collected in

excess of the actual cost will be deposited in the appropriate account of the U.S. Treasury.

3.5 PAYMENT

Payments to the account of the claimant will be made, consistent with the NASA Financial Management Manual 9630, Invoice Examination and Payment.