

LCQ6: Government officials' duty visits and receiving visiting guests

Annex 1

Standard of Hospitality Provided by Protocol Division

Item	Heads of state / heads of government	Deputy heads of state / deputy heads of government / ministers of foreign affairs / senior cabinet ministers
Hotel accommodation	<ul style="list-style-type: none">➤ One presidential suite➤ Five standard rooms➤ Provision of a subsistence allowance of not more than HK\$1,500 per day for each room/suite on actual expenses basis➤ Duration: three days and two nights	<ul style="list-style-type: none">➤ One suite➤ Two standard rooms➤ Provision of a subsistence allowance of not more than HK\$1,500 per day for each room/suite on actual expenses basis➤ Duration: three days and two nights
Vehicle	<ul style="list-style-type: none">➤ One sedan car➤ Five ordinary cars➤ One baggage van	<ul style="list-style-type: none">➤ One sedan car➤ Two ordinary cars➤ One baggage van

Note: *For Central government leaders and Mainland officials visiting Hong Kong, the Protocol Division will provide accommodation and vehicles to suit their operational needs, and a subsistence allowance of not more than HK\$1,500 per day for each room/suite on actual expenses basis.*

Standard of Hospitality Provided by Information Services Department

Air ticket: Business class return tickets

Hotel accommodation: Accommodation in a five-star hotel (standard rooms in general)

Local transportation: Car service

Accountable non-cash allowance: Up to \$1,100 per day for meals and internet fees etc. at the hotel.

**Expenditure Incurred by Protocol Division and
Information Services Department in Receiving Visiting Guests**

Department	2009-10 Financial year	2010-2011 Financial year	2011-12 Financial year
	Expenditure(HK\$)	Expenditure(HK\$)	Expenditure(HK\$)
Information Services Department (Sponsored Visitors' Programme)	1,716,436	2,326,022	2,292,433
Protocol Division	1,049,655	387,361	5,644,906