

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL—Continued  
[Accounting & Certification]

Group name	Data elements	Description
	Date .....	Date traveler signed “fraudulent claim/responsibility” statement.
	Claimant Signature .....	Traveler’s signature, or digital representation. The signature signifies the traveler read the “Privacy Act” statement.
	Date .....	Date traveler signed “Privacy Act” statement.
	Approving Officer Signature .....	Approving Officer’s signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date .....	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature .....	Certifying Officer’s signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date .....	Date Certifying Officer signed the travel claim.

NOTE TO APPENDIX C: Agencies must ensure that a purpose code is captured for those individuals traveling under unlimited open authorizations.

[FTR Amdt. 70, 63 FR 15981, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2005-03, 70 FR 28460, May 18, 2005; FTR Amdt. 2009-05, 74 FR 35808, July 21, 2009; FTR Amdt. 2009-06, 74 FR 55150, Oct. 27, 2009; FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

APPENDIX D TO CHAPTER 301—GLOSSARY OF ACRONYMS

ATM: Automated Teller Machine  
 CAS: Commercial Aviation Service(s)  
 CDW: Collision Damage Waiver  
 CFR: Code of Federal Regulations  
 CMTR: Combined Marginal Tax Rate  
 CONUS: Continental United States  
 CSRS: Civil Service Retirement System  
 CTO: Commercial Ticket Office  
 DOD: Department of Defense  
 DOJ: Department of Justice  
 DSSR: Department of State Standardized Regulations  
 EFT: Electronic Funds Transfer  
 ETS: E-Gov Travel Service(s)  
 FAA: Federal Aviation Administration  
 FAM: Foreign Affairs Manual  
 FECA: Federal Employees’ Compensation Act  
 Fedrooms: Enhanced Federal Premier Lodging Program (formally known as FPLP)  
 FEMA: Federal Emergency Management Agency  
 FERS: Federal Employees Retirement System  
 FHA: Federal Housing Administration  
 FICA: Federal Insurance Contribution Act  
 FOB: Free On Board  
 FTR: Federal Travel Regulation  
 FTS: Federal Telecommunications System  
 GAO: General Accounting Office  
 GBL: Government Bill of Lading  
 GOCO: Government Owned Contractor Operated  
 GPO: Government Printing Office  
 GSA: General Services Administration  
 GTR: Government Transportation Request  
 HHG: Household Goods  
 ID: Identification  
 IDL: International Date Line

IRC: Internal Revenue Code  
 IRS: Internal Revenue Service  
 ISSA: Inter-service Support Agreement(s)  
 ITRA: Income Tax Reimbursement Allowance  
 JFTR: Joint Federal Travel Regulations  
 JTR: Joint Travel Regulation  
 MARS: Military Affiliate Radio System  
 M&IE: Meals and Incidental Expenses  
 M&O: Management and Operating  
 MOU: Memorandum of Understanding  
 MTR: Marginal Tax Rate  
 NARA: National Archives and Records Administration  
 NIST: National Institute of Standards and Technology  
 NTE: Not to Exceed  
 OBE: Online Self-service Booking Tool  
 OCONUS: Outside the Continental United States  
 OGE: Office of Government Ethics  
 OMB: Office of Management and Budget  
 PBP&E: Professional Books, Papers, and Equipment  
 PCS: Permanent Change of Station  
 PDS: Permanent Duty Station  
 PIN: Personal Identification Number  
 PMO: E-Gov Travel Program Management Office  
 POV: Privately Owned Vehicle  
 PTA: Prepaid Ticket Advice  
 PDTATAC: Per Diem, Travel and Transportation Allowance Committee  
 Q&A: Question and Answer  
 RIT: Relocation Income Tax  
 SDDC: Surface Deployment and Distribution Command  
 SES: Senior Executive Service  
 SIT: Storage in Transit  
 SSN: Social Security Number  
 TCS: Temporary Change of Station  
 TDY: Temporary Duty

## Temporary Duty (TDY) Travel Allowances

## Ch. 301, App. E

TMC: Travel Management Center  
TMS: Travel Management Service  
TQSE: Temporary Quarters Subsistence Expenses  
U.S.: United States  
U.S.C.: United States Code  
VA: Department of Veterans Affairs  
WAE: When Actually Employed  
WTA: Withholding Tax Allowance

[FTR Amdt. 70, 63 FR 15983, Apr. 1, 1998; 63 FR 35538, 35539, June 30, 1998; FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007]

### APPENDIX E TO CHAPTER 301—SUGGESTED GUIDANCE FOR CONFERENCE PLANNING

#### TERMS

**Conference:** A meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.

**Conference lodging allowance:** The rate that is up to 25 percent above the established lodging per diem rate.

**Milestone schedule:** Deadlines, which need to be reached in a progressive and orderly manner.

**Planner:** The person designated to oversee the conference.

**Planning committee:** Operational group significantly contributing to a conference’s overall success and able to fully reflect the needs of both the agency and the attendees.

#### GETTING STARTED

Depending on the size, type, and intended effect of the conference, start planning a minimum of one year in advance. Designate a planner and a planning committee.

#### *Planning Committee*

Functions typically include, but are not limited to:

- Establishing a set of objectives.
- Developing a theme.
- Making recommendations for location, agenda, dates, and logistics, e.g., schedule, exhibits, speaker.
- Making suggestions as to who should attend.
- Serving as communications link between planners and participants.
- Evaluation and follow-up.

#### *Milestone Schedule*

(a) Develop a milestone schedule, which is essential to conference planning, by working backward from the beginning date of the conference to include each major step. Examples include:

- Planning committee meetings.
- Preparation of mailing lists.
- Letters of invitation.

- Designation of speakers.
- Confirmation letters to speakers.
- Confirmation with site selection official.
- Preparation of agenda.
- Preparation of specification sheet.
- Location and date selection.
- Exhibits.
- Budget.
- Printing requirements.
- Signage.
- Conference information packages.
- Scheduling photographer (if planned).
- Use of agency seal and conference logo.
- Handicapped requirements.
- Planning of meals and refreshments, if appropriate.
- (b) Establish completion dates for each major step.
- (c) Update and revise the schedule as needed.

#### *Specification Sheet*

A detailed specification sheet is necessary to:

(a) Identify essential elements of a conference which typically include, but are not limited to:

- Sleeping rooms and on-site food services. It is generally best to estimate on the low side for the number of sleeping rooms and meals to be prepared. Facilities, unless there is only limited available space, are usually prepared to increase the number of sleeping rooms and meals; however, they discourage—and in some cases penalize—you if the sleeping room and meal guarantees are not met.
  - Meeting rooms.
  - Exhibit facilities.
  - Audio-visual equipment and support services.
  - Miscellaneous support services.
  - Sleeping rooms with amenities, e.g., Internet access, data ports, conference call, and voice mail.
- (b) Determine costs:

• *Procurement.* All agreements and decisions should be written and agreed to by the agency-contracting officer before being sent to the facility. Bring contracting officer into the process early.

• *Government per diem rates.* The Government per diem rate applies to Federal attendees. Application of it to non-Federal attendees is at the discretion of the property and conference negotiator.

• *Registration fee.* Generally, the registration fee covers all direct expenditures of agency funds for planning and organization of a conference, e.g., meeting room accommodations, meals, light refreshments (if appropriate), speaker fees, publications, and materials. Anything directly relating to the conference, except liquor, can be included in the fee. To estimate the registration fee, divide the proposed budget by the estimated number of attendees.

*Budgeting*

Decide how the conference expenses (other than sleeping room accommodations and individual meals) will be paid, *i.e.*, by the attendee from a training or registration fee, or directly by the agency.

## CONFERENCE SITE SELECTION

Minimize total costs, all factors considered.

*Geographic Location*

In determining where to locate the conference, consider:

- Targeted audience.
- Total costs, including per diem, transportation, and other.
- Accessibility by car or air.
- Whether recreational activities are necessary.
- The expense of desired facility (significant savings can be achieved in off-season periods).

*Types of Facilities*

- *Federal Government.* Use Government-owned or Government-provided conference facilities to the maximum extent possible.
- *Convention centers.* Excellent for very large meetings, trade shows and exhibits; usually located near a large number of hotels.
- *Colleges and universities.* Many have good meeting facilities and can offer sleeping accommodations when school is not in session.
- *Hotels.* Commercial facilities that may be used to meet all conference needs or just the room night needs.
- *Conference centers.* Dedicated meeting facilities; good for smaller meetings when numerous breakout sessions are planned.

*Date Selection*

For availability and economical reasons, the best months are April, May, September, October, and November. You should book the facility as early as possible to increase the chances of getting the date you want. However, pay particular attention to commitments for September or October due to fiscal year budget considerations.

*Considerations When Choosing a Site*

- (a) Is the facility:
- Cost effective, e.g., are Government rates honored?
  - Safe, e.g., FEMA-approved?
  - Is there on-site security personnel?
  - Easily reached from an airport or by car?
  - Clean?
  - Well run, e.g., does the staff seem to be competent and responsive?
  - Laid out in a functional way?
  - Large enough to supply the number of sleeping rooms required?

- Set up to provide necessary conference registration equipment?

- Handicapped accessible?

## (b) Parking:

- Is it adequate?
- How close to the facility is it?
- Is it secure and safe?
- Is the cost separate?

## (c) Sleeping rooms:

- Will the facility make the reservations, or are you responsible for making the reservations for participants?

- What are the facility's registration rules?

- What are departure rules?

## (d) Functionality of meeting rooms:

- Is appropriate space available?
- What costs are involved?
- Is needed equipment available (*i.e.*, for conference registration, faxes, phones, computers, copiers)? Do not rent equipment unless it is absolutely unrealistic to bring your own.

- Are rooms designated for agency use for the duration of the conference?

- Are there columns that can block views?

- Are ceilings high enough for audio-video equipment?

- Are rooms suitable for both classroom and/or theatre setups?

- Are there windows? Shades?

- Are there manually-controlled thermostats?

- Are rooms handicapped accessible?

- Where are electrical outlets?

- Can the rooms be darkened?

- Would it be more economical to bring audio-visual equipment?

- Does the facility want meeting schedules and room layouts in writing in advance of the conference?

- If necessary, can the rooms be entered the evening before for an early setup?

- Will the facility arrange for room setup if given a layout?

- What set-up costs are included?

- What are departure rules?

## (e) Exhibits:

- If exhibits are planned, is suitable exhibit space available?

- Are easels available at no cost?

- What are the put-up and takedown times?

- What costs are involved?

- What about pre-delivery and after-conference arrangements?

- If exhibits are shipped, know where and to whom they are to be sent.

- If you are bringing large exhibits, determine location of loading dock, appropriate entrances and elevators.

- Are there additional handling fees?

- Check hotel policy on posting, size and appearance of signs.

## Temporary Duty (TDY) Travel Allowances

## Ch. 301, App. E

### FOOD AND DRINK

#### *Meals*

- You can not generally use appropriated funds to pay for meals for employees at their official duty stations.
- Employees on TDY travel may be served meals but cannot be reimbursed for those provided at Government expense.
- You should clarify in advance the appropriate per diem reduction(s) of meal(s) allowance(s) for TDY travel.
- You may pay, or reimburse an employee for meals as necessary expenses incident to an authorized training program (under the Government Employees Training Act (GETA) at 5 U.S.C. 4104(4)), if a determination has been made that essential training will be conducted during the meal.
- Work closely with the hotel to plan quality menus that fit within authorized per diem rates.
- Clarify and agree in advance to the number of meal guarantees.
- Ensure that gratuities and service charges are added to the cost of each meal, and determine the method of billing to be used (e.g., signed guarantee, collected meal tickets, or actual quantities consumed).
- Confirm menus.

### BREAKS AND REFRESHMENTS

Breaks should last no longer than 30 minutes and take place between meeting sessions. The following should also be considered when planning for refreshments:

- Keep in mind that everyone does not drink coffee or tea.
- You should clarify and agree in advance that coffee and pastries, if appropriate, are purchased by the gallon and dozen.
- Try to avoid a per person charge.
- Negotiate the cost into the contract.
- Be conservative in your estimates. There are seldom 100 percent of the conference participants attending any one function.
- If coffee, soft drinks, and water are not included in the fee, are they available "at cost" to the attendee?

### ACCOUNT RECONCILIATION

It is important to request that the hotel bill be prepared in a logical and chronological sequence, and that backup data accompany the bill. Generally, the hotel will complete its accounting of the conference within two weeks of the conclusion.

### NOTIFICATION

#### *Announcement and/or Invitations*

Announcement of the planned conference should be made as early as possible, even one year in advance; invitation letters, 8 weeks in advance. They should include, but are not limited to:

- Point of contact name and telephone number.
- Registration form, card, or Internet address (include space for identifying handicapped requirements).
- Registration instructions.
- Registration deadline date.
- Detailed area map and driving instructions.
- Information on traffic patterns to avoid rush hour delays.
- Promotional brochures from the facility.
- Layout of facility including telephone numbers.
- Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.
- Agenda with a list of speakers and topics.
- Activity schedule for spouses and guests (all charges or costs attributed to spouses or guests must be borne by the individual attendee (not reimbursable by the Government)).
- Provide a sample travel voucher.
- Notice that conference lodging allowance applies if applicable.

### *Confirmations*

You should:

- Decide on the speaker(s) and the message you wish to be conveyed and obtain early commitment(s) in writing.
- Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.
- Conduct a final planning committee meeting to confirm all plans.
- Confirm photographer's schedule.
- Confirm hotel plans at least one day in advance.

### FACILITY PROCESS

#### *Check-In and -Out*

Streamline the process:

- Will the facility need additional personnel?
- Is electronic one-stop processing available?
- Is luggage storage and shuttle service available?
- Arrange parking for any special guests.
- Provide signage.

### REGISTRATION PROCESS

Registration is generally the attendees' introduction to the conference. Give it special attention by:

- Using directional signs.
- Placing especially attractive or important exhibits nearby.
- Planning for late arrivals.
- Using state-of-the-art processing.