Subpart A—Agency Responsibilities

§ 301–74.1 What policies must we follow in planning a conference?

When planning a conference, you must:
(a) Minimize all conference costs, including administrative costs, conference attendees’ travel costs, and conference attendees’ time costs;
(b) Maximize the use of Government-owned or Government provided conference facilities as much as possible;
(c) Identify opportunities to reduce costs in selecting a particular conference location and facility (e.g., through the availability of lower rates during the off-season at a site with seasonal rates); and
(d) Ensure that the conference planner or designee does not retain for personal use any promotional benefits or materials received from a travel service provider as a result of booking the conference (see §§301–53.2 and 301–53.3 of this chapter); and
(e) Develop and establish internal policies to ensure these standards are met.


§ 301–74.2 What costs should be considered when planning a conference?

When planning a conference, you should consider all direct and indirect conference costs paid by the Government, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference. Some examples of such costs are:
(a) Authorized travel and per diem expenses;
(b) Hire of rooms for official business;
(c) Audiovisual and other equipment usage;
(d) Computer and telephone access fees;
(e) Light refreshments;
(f) Printing;
(g) Registration fees;
(h) Ground transportation; and
(i) Employees’ time at the conference and on en route travel.

§ 301–74.3 What must we do to determine which conference expenditures result in the greatest advantage to the Government?

To determine conference expenditures, you must:
(a) Assure there is appropriate management oversight of the conference planning process;