§ 301–74.1
301–74.12 What special rules apply when a conference is held in the District of Columbia?
301–74.13 What policies and procedures must we establish to govern the selection of conference attendees?
301–74.14 What records must we maintain to document the selection of a conference site?

Subpart B—Conference Attendees
301–74.21 What is the applicable M&IE rate when meals or light refreshments are furnished by the Government or are included in the registration fee?
301–74.22 When should actual expense reimbursement be authorized for conference attendees?
301–74.23 May we reimburse travelers for an advanced payment of a conference or training registration fee?
301–74.24 What is the traveler required to do if he/she is unable to attend an event for which they were reimbursed for an advanced discounted payment of a conference or training registration fee?


§ 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;
(b) Always do cost comparisons of the size, scope, and location of the proposed conference;
(c) Determine if a Government facility is available at a cheaper rate than a commercial facility;
(d) Consider alternatives to a conference, e.g., teleconferencing; and
(e) Maintain written documentation of the alternatives considered and the selection rationale used.

§ 301–74.4 What should cost comparisons include?
Cost comparisons should include, but not be limited to, a determination of adequacy of lodging rooms at the established per diem rates, overall convenience of the conference location,