

## Temp. Duty (TDY) Travel Allowances

## § 301-74.3

301-74.8 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?

301-74.9 Are there any special requirements for sponsoring or funding a conference at a hotel, motel or other place of public accommodation?

301-74.10 May we waive the requirement in § 301-74.9?

301-74.11 What must be included in any advertisement or application form relating to conference attendance?

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?

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SOURCE: FTR Amdt. No. 89, 65 FR 1327, Jan. 10, 2000, unless otherwise noted.

### Subpart A—Agency Responsibilities

NOTE TO SUBPART A: Use of pronouns “we”, “you”, and their variants throughout this subpart refers to the agency.

#### § 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 con-

ference 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.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 2003-04, 68 FR 27937, May 22, 2003]

#### § 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