

Temp. Duty (TDY) Travel Allowances

§ 301-74.2

contract directly with a travel payment system service if your agency has contracting authority and you are not a mandatory user of GSA's charge card program.

NOTE TO § 301-73.301: Under the new GSA charge card program effective November 30, 1998, it will be your responsibility to select the vendor that will be most beneficial to your agency's travel and transportation needs.

PART 301-74—CONFERENCE PLANNING

Subpart A—Agency Responsibilities

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- 301-74.1 What policies must we follow in planning a conference?
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- 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 they are 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 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.

[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