

Temp. Duty (TDY) Travel Allowances

§ 301-74.13

who pay such expenses and submit travel claims.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

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

Yes. When you sponsor or fund (see 15 U.S.C. 2225a), in whole or in part, a conference at a place of public accommodation in the United States, you must use an approved accommodation (see §300-3.1 of this title), except as provided in §301-74.10. This provision also applies to the government of the District of Columbia when it expends Federal funds for a conference and any non-Federal entity which uses Government funds to sponsor or fund a conference.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated and amended by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

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

Yes, if the head of your agency makes a written determination on an individual case basis that waiver of the requirement to use approved accommodations is necessary in the public interest for a particular event. Your agency head may delegate this waiver authority to a senior agency official or employee who is given waiver authority with respect to all conferences sponsored or funded, in whole or in part, by your agency.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated and amended by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

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

Any advertisement or application for attendance at a conference described in §301-74.9 must include notice of the prohibition against using a non-FEMA approved place of public accommodation for conferences. In addition, any executive agency, as defined in 5 U.S.C. 105, shall notify all non-Federal enti-

ties to which it provides Federal funds of this prohibition.

[FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

§301-74.12 What special rules apply when a conference is held in the District of Columbia?

In addition to the general rules provided in this part, the following special rules apply:

(a) You may not directly procure lodging facilities in the District of Columbia without specific authorization and appropriation from Congress (see 40 U.S.C. 8141); and

NOTE TO §301-74.12(a): This provision does not prohibit payment of per diem to an employee authorized to obtain lodging in the District of Columbia while performing official business travel.

(b) It is no longer mandatory that you contact GSA for meeting or conference facilities in the District of Columbia. However, you are encouraged to contact the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. For additional information see the Customer Desk Guide for Real Property Management, Chapter 1. The Customer Desk Guide can be found on the worldwide web at https://www.gsa.gov/cdnstatic/Guide_to_Real_Property_508.pdf.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 108, 67 FR 57968, Sept. 13, 2002. Redesignated and amended by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013; 85 FR 39850, July 2, 2020]

§301-74.13 What policies and procedures must we establish to govern the selection of conference attendees?

You must establish policies that reduce the overall cost of conference attendance. The policies and procedures must:

(a) Limit your agency's representation to the minimum number of attendees determined by a senior official necessary to accomplish your agency's mission; and