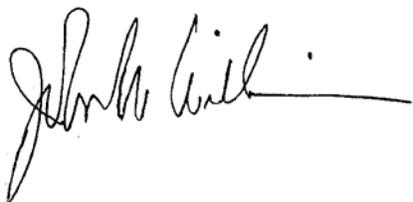


For: FSA Offices

**Conference Planning Requirements**

Approved by: Deputy Administrator, Management



**1 Conference Planning**

**A Background**

GSA has published specific guidance governing conference planning in the Federal Travel Regulation (FTR) Part 301-74.

**B Purpose**

This notice informs FSA Offices where to find travel related updates to conference planning. FSA Offices can access the GSA’s FTR’s at [www.gsa.gov](http://www.gsa.gov) and ENTER “ftr” in the web site’s search engine.

Further instructions can also be found in the FSA Travel Policy and Procedures Manual, Part 9 on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/> and click “Travel”.

**C Contact**

Direct any questions about conference planning to the MSD, Resource Coordination Staff at 202-720-4766.

**D Definition of Conference**

A conference is a meeting, retreat, seminar, symposium, event or training that involves attendee travel.

<p><b>Disposal Date</b></p> <p>November 1, 2006</p>	<p><b>Distribution</b></p> <p>All FSA Offices; State Office relay to County Offices</p>
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## Notice AS-2101

### 1 Conference Planning (Continued)

#### E Definition of Conference Lodging Allowance

Conference lodging allowance is a predetermined maximum allowance of up to 25 percent greater (rounded to the next highest dollar) than the applicable locality lodging portion of the per diem rate. It was established to allow an agency sponsoring a conference, flexibility in negotiating lodging rates at the chosen conference location when it is not possible to obtain lodging facilities within the established lodging portion of the locality per diem rate.

Under the reimbursement method, employees will be reimbursed the actual amount incurred for lodging up to the conference lodging allowance. When conference lodging costs exceed the maximum conference lodging allowance, actual subsistence for lodging should be authorized. The miscellaneous and incidental expenses (M&IE) portion of the locality per diem rate is not affected when either the conference lodging allowance or actual expenses for lodging is authorized.

#### F Definition of Light Refreshments

Agencies sponsoring a conference may provide light refreshments, at Government expense, for Federal employees if a majority of the attendees are in travel status (outside of their local travel area). Light refreshments for morning, afternoon, or evening breaks are defined by GSA to include, but not limited to the following:

- coffee
- tea
- milk
- juice
- soft drinks
- donuts
- bagels
- fruit
- pretzels
- cookies
- chips
- muffins.

**Note:** Light refreshments, at Government expense, may **not** be allowed if the majority of the attendees at the conference are not in travel status.

## Notice AS-2101

### 1 Conference Planning (Continued)

#### G Meals and Light Refreshments

Meals provided by a common carrier or complimentary meals provided by a hotel /motel do not affect an employee's per diem.

Either of the following require appropriate deductions from the M&IE rate:

- meals furnished at nominal or no cost to the employee by the Government
- meals that are included in a registration fee.

M&IE rates must be adjusted according to the following.

<b>M&amp;IE Rate</b>	<b>\$31</b>	<b>\$35</b>	<b>\$39</b>	<b>\$43</b>	<b>\$47</b>	<b>\$51</b>
Breakfast	\$6	\$7	\$8	\$9	\$9	\$10
Lunch	\$6	\$7	\$8	\$9	\$11	\$12
Dinner	\$16	\$18	\$20	\$22	\$24	\$26
Incidentals	\$3	\$3	\$3	\$3	\$3	\$3

**Note:** See FTR Chapter 301, Appendix B for CONUS travel. If the employee pays for a meal that has been previously deducted, the employee will be reimbursed up to the deducted amount. The total amount of deductions made will not cause the employee to receive less than the amount allowed for incidental expenses.

If light refreshments are furnished, no deduction of the M&IE allowance is required.

#### H Approving Authorities

The approving authority is determined according to the following.

<b>IF the conference is sponsored by a...</b>	<b>THEN the...</b>
Government agency	Agency sponsoring the conference is the approving authority and all employees of any agency authorized to attend that conference would be allowed the conference lodging allowance.
non-Government agency	Travel approving official of the Government traveler authorized to attend that conference may authorize the employee to be reimbursed lodging under the conference lodging allowance.

#### I Using Conference Lodging Allowance

When the conference lodging allowance is approved for official travel, on AD-202, enter subsistence code "C" which was developed strictly to accommodate the use of conference lodgings allowances.

**Note:** NFC Bulletin 00-1 provides additional information about using the "C" subsistence code.