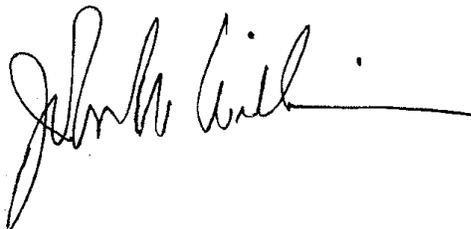


For: FSA, FAS, and RMA Offices

Conference Planning

Approved by: Deputy Administrator, Management



1 Overview

A

Background

GSA published Amendment 89 to the Federal Travel Regulations (FTR), Part 301-74, which:

- provides agencies with more specific guidance governing conference planning
- continues to emphasize that conferences should be held at locations that minimize Government expenses
- provides for 2 significant changes that allow agencies to:
 - authorize a conference lodging allowance
 - provide light refreshments to agency employees attending a conference.

B

Purpose

The notice informs FFAS offices about the travel-related changes about conference planning.

Continued on the next page

<p>Disposal Date</p> <p>July 1, 2001</p>	<p>Distribution</p> <p>All FSA, FAS, and RMA Offices; State Offices relay to County Offices</p>
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1 Overview (Continued)

C

Contact

Direct any questions about conference planning as follows.

IF...	AND have questions about conference...	THEN contact...
FSA or FAS employee	travel	FMD at 703-305-1408.
RMA employee		Patti Byrd, Travel Coordinator, at 816-926-7975.
FSA, FAS, or RMA Headquarters employee	planning	MSD, Resource Coordination Staff, at 202-720-3407.
RMA Field Office employee		KCAO, Personnel Division, Employee Development Branch, at 816-926-6263.

D

Definition of Conference

Conference, as defined by FTR, is a meeting, retreat, seminar, symposium, or event that involved attendee travel. The term also applies to training activities that are considered to be conferences according to 5 CFR 410.404. There is no differentiation on the number of attendees or where the conference should be held. Hotels, convention centers, or other locations, including a Federal building, are permissible. The principal criteria; however, is that the majority of the attendees be in **travel status**.

2 Conference Lodging Allowance

A

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.

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2 Conference Lodging Allowance (Continued)

A

**Definition of
Conference
Lodging
Allowance
(Continued)**

Under this 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 expense for lodging is authorized.

B

**Approving
Authorities**

Use the following approving authorities.

IF the conference is sponsored by a...	THEN the...
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.

C

**Using
Conference
Lodging
Allowance
Subsistence Code**

Use subsistence code "C" on AD-202 when the conference lodging allowance is approved for official travel. This code was developed strictly to accommodate the use of conference lodging allowances. NFC Bulletin 00-1 provides additional information about the use of this subsistence code.

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3 Providing Light Refreshments

A

Definition of Light Refreshments

Agencies sponsoring a conference may provide light refreshments, at Government expense, for agency employees. Light refreshments for morning, afternoon, or evening breaks are defined by GSA to include, but are not limited to the following:

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

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

RMA-sponsored industry meetings are **not** eligible to allow light refreshments under this amendment.

B

FFAS Policy

Because of budget restraints, FSA, FAS, and RMA are authorizing offices to purchase light refreshments, to include beverages only:

- for those employees attending off-site conferences or training
 - if the majority of the attendees are in travel status.
-

C

Action

All FFAS offices shall:

- continue to negotiate refreshment breaks on a complimentary-basis with the hotel or facility
- avoid the per person charge, if refreshment breaks are non-negotiable
- purchase coffee by the gallon
- purchase beverages based on consumption.

Note: Each office is requested to be prudent when negotiating costs to ensure that refreshment costs are reasonable.
