

## Temp. Duty Travel Allowances

## § 301-74.2

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?
- 301-74.2 What costs should be considered when planning a conference?
- 301-74.3 What must we do to determine which conference expenditures result in the greatest advantage to the Government?
- 301-74.4 What should cost comparisons include?
- 301-74.5 How should we select a location and a facility?
- 301-74.6 What can we do if we cannot find an appropriate conference facility at the chosen locality per diem rate?
- 301-74.7 What is the conference lodging allowance?
- 301-74.8 Who may authorize reimbursement of the conference lodging allowance for a Government sponsored conference?
- 301-74.9 Who may authorize reimbursement of the conference lodging allowance for a non-Government sponsored conference?
- 301-74.10 May the conference lodging allowance ever exceed 25 percent above the lodging per diem rate?
- 301-74.11 May we provide light refreshments at an official conference?
- 301-74.12 May we use both the conference lodging allowance method and the actual expense method of reimbursement concurrently?
- 301-74.13 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?
- 301-74.14 Are there any special requirements for sponsoring or funding a conference at a hotel, motel or other place of public accommodation?
- 301-74.15 May we waive the requirement in §301-74.14?
- 301-74.16 What must be included in any advertisement or application form relating to conference attendance?
- 301-74.17 What special rules apply when a conference is held in the District of Columbia?

301-74.18 What policies and procedures must we establish to govern the selection of conference attendees?

301-74.19 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 at nominal or no cost by the Government or are included in the registration fee?

301-74.22 When may an employee, attending a conference, be authorized the conference lodging allowance?

301-74.23 Is the conference lodging allowance an actual expense reimbursement?

301-74.24 When should actual expense reimbursement be authorized for conference attendees?

AUTHORITY: 5 U.S.C. 5707.

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) Develop and establish internal policies to ensure these standards are met.

#### §301-74.2 What costs should be considered when planning a conference?

When planning a conference, you should consider all direct and indirect