

## Temp. Duty Travel Allowances

## § 301-74.16

lodging allowance, up to 25 percent above the established lodging allowance for the chosen location, and that rate shall be allowable for all employees of any agency authorized to attend the conference. The determination must be made by a senior agency official at the sponsoring agency.

### **§301-74.9 Who may authorize reimbursement of the conference lodging allowance for a non-Government sponsored conference?**

The travel approving official of a Government employee authorized to attend a non-Government sponsored conference may authorize the employee to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

### **§301-74.10 May the conference lodging allowance ever exceed 25 percent above the lodging per diem rate?**

No, the conference lodging allowance may not exceed 25 percent above the applicable locality lodging per diem rate.

### **§301-74.11 May we provide light refreshments at an official conference?**

Yes. Agencies sponsoring a conference may provide light refreshments to agency employees attending an official conference. Light refreshments for morning, afternoon or evening breaks are defined to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins.

### **§301-74.12 May we use both the conference lodging allowance method and the actual expense method of reimbursement concurrently?**

No. You must only use one reimbursement method per day in accordance with §301-11.4 of this chapter.

### **§301-74.13 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?**

No. Per diem is intended only to reimburse the attendee's subsistence expenses. You must pay conference registration fees separately, either directly or by reimbursing employees

who pay such expenses and submit travel claims.

### **§301-74.14 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 §301-74.15. 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.

### **§301-74.15 May we waive the requirement in §301-74.14?**

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.

### **§301-74.16 What must be included in any advertisement or application form relating to conference attendance?**

(a) Any advertisement or application for attendance at a conference described in §301-74.14 must include:

(1) Notice of the prohibition against using a non-FEMA approved place of public accommodation for conferences; and

(2) Notice that the conference lodging allowance applies to Federal attendees, if applicable.

(b) In addition, any executive agency, as defined in 5 U.S.C. 105, shall notify all non-Federal entities to which it provides Federal funds of this prohibition.