

## § 301-74.18

### **§ 301-74.18 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
- (b) Provide for the consideration of travel expenses when selecting attendees.

### **§ 301-74.19 What records must we maintain to document the selection of a conference site?**

For each conference you sponsor or fund, in whole or in part for 30 or more attendees, you must maintain a record of the cost of each alternative conference site considered. You must consider at least three sites. You must make these records available for inspection by your Office of the Inspector General or other interested parties.

## **Subpart B—Conference Attendees**

NOTE TO SUBPART B: Use of pronouns "we", "you", and their variants throughout this subpart refers to the agency.

### **§ 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?**

When meals or light refreshments are furnished at nominal or no cost by the Government or are included in the registration fee the applicable M&IE will be calculated as follows:

- (a) If meals are furnished, the appropriate deduction from the M&IE rate must be made (see §301-11.18 of this chapter).
- (b) If light refreshments are furnished, no deduction of the M&IE allowance is required.

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

An employee, authorized to attend a conference, may be authorized the con-

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ference lodging allowance as prescribed in §§ 301-74.8 and 301-74.9.

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

No. The conference lodging allowance is a separate method of reimbursement for lodgings expenses.

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

If the conference lodging allowance still is inadequate, you may authorize actual expense reimbursement under §301-11.300 of this chapter in lieu of the conference lodging allowance method.

## **PART 301-75—PRE-EMPLOYMENT INTERVIEW TRAVEL**

### **Subpart A—General Rules**

Sec.

- 301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?
- 301-75.2 May we pay pre-employment interview travel expenses?
- 301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?
- 301-75.4 What other responsibilities do we have for pre-employment interview travel?

### **Subpart B—Travel Expenses**

- 301-75.100 Must we pay all of the interviewee's pre-employment interview travel expenses?
- 301-75.101 What pre-employment interview travel expenses may we pay?
- 301-75.102 What pre-employment interview travel expenses are not payable?
- 301-75.103 What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?

### **Subpart C—Obtaining Travel Services and Claiming Reimbursement**

- 301-75.200 How will we pay for pre-employment interviewee travel expenses?
- 301-75.201 May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?
- 301-75.202 What must we do if the interviewee exchanges the ticket he or she has been issued?