

## Temporary Duty (TDY) Travel Allowances

## § 301-74.15

in §301-74.9 for non-Government sponsored conferences, rather than the actual expense method prescribed in subpart D of part 301-11 of this chapter.

### **§301-74.7 What is the conference lodging allowance?**

The conference lodging allowance is a pre-determined maximum allowance of up to 25 percent greater than the applicable locality lodging portion of the per diem rate. Under this reimbursement method, employees will be reimbursed the actual amount incurred for lodging up to the conference lodging allowance.

### **§301-74.8 Who may authorize reimbursement of the conference lodging allowance for a Government sponsored conference?**

The approval authority for the conference lodging allowance is the Government agency sponsoring the conference. The sponsoring agency will determine the appropriate conference 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