

**§ 301-76.2**

procedures specified in § 301-76.100, you may collect undisputed amounts owed to a Government travel charge card contractor from the delinquent employee's disposable pay. You must promptly forward all amounts deducted to the contractor.

**§ 301-76.2 What is disposable pay?**

Disposable pay is the part of the employee's compensation remaining after the deduction of any amounts required by law to be withheld. These deductions do not include discretionary deductions such as savings bonds, charitable contributions, etc. Deductions may be made from any type of pay, e.g., basic pay, special pay, retirement pay, or incentive pay.

[FTR Amdt. No. 92, 65 FR 21367, Apr. 21, 2000]

**Subpart B—Policies and Procedures**

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

**§ 301-76.100 Are there any due process requirements with which we must comply before collecting undisputed delinquent amounts on behalf of the charge card contractor?**

Yes, you must:

- (a) Provide the employee with written notice of the type and amount of the claim, the intention to collect the claim by deduction from his/her disposable pay, and an explanation of his/her rights as a debtor;
- (b) Give the employee the opportunity to inspect and copy your records related to the claim;
- (c) Allow an opportunity for a review within the agency of your decision to collect the amount; and
- (d) Provide the employee an opportunity to make a written agreement with the contractor to repay the delinquent amount.

**§ 301-76.101 Who is responsible for ensuring that all due process and legal requirements have been met?**

You are responsible for ensuring that all requirements have been met.

**41 CFR Ch. 301 (7-1-04 Edition)**

**§ 301-76.102 Can we collect undisputed delinquent amounts if we have not reimbursed the employee for amounts reimbursable under applicable travel regulations?**

No, you may only collect undisputed delinquent amounts after you have reimbursed the employee under the applicable travel regulations and in accordance with a proper travel claim. However, if the employee has not submitted a proper travel claim within the timeframe requirements of § 301-52.7 of this chapter, and there are no extenuating circumstances, you may collect the undisputed delinquent amounts.

**§ 301-76.103 What is the maximum amount we may deduct from the employee's disposable pay?**

As set forth in Public Law 105-264, 112 Stat. 2350, October 19, 1998, the maximum amount you may deduct from the employee's disposable pay is 15 percent per pay period, unless the employee consents in writing to deduction of a greater percentage.

**APPENDIX A TO CHAPTER 301—PRESCRIBED MAXIMUM PER DIEM RATES FOR CONUS**

For the Continental United States (CONUS) *per diem* rates, see applicable FTR *Per Diem* Bulletins, issued periodically and available on the Internet at <http://www.gsa.gov/perdiem>.

[FTR Amdt. 2003-03, 68 FR 22314, Apr. 28, 2003]

**APPENDIX B TO CHAPTER 301—ALLOCATION OF M&IE RATES TO BE USED IN MAKING DEDUCTIONS FROM THE M&IE ALLOWANCE**

M&IE rates for localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the FEDERAL REGISTER by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in section 925, a per diem supplement to the Standardized Regulations (Government Civilians, Foreign Areas)) shall be allocated as shown in this table (§ 301-7.12(a)(2)(ii) of this chapter) when making deductions from nonforeign or foreign area per diem rates.

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1 .....	\$0	\$0	\$0	\$1
2 .....	0	0	1	1
3 .....	0	1	1	1
4 .....	1	1	1	1
5 .....	1	1	2	1

Temporary Duty (TDY) Travel Allowances

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M&IE Rate	Breakfast	Lunch	Dinner	Incidentals	M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
6	1	2	2	1	80	12	20	32	16
7	1	2	3	1	81	12	20	33	16
8	1	2	3	2	82	12	21	33	16
9	1	2	4	2	83	12	21	33	17
10	2	2	4	2	84	13	21	33	17
11	2	3	4	2	85	13	21	34	17
12	2	3	5	2	86	13	22	34	17
13	2	3	5	3	87	13	22	35	17
14	2	4	5	3	88	13	22	35	18
15	2	4	6	3	89	13	22	36	18
16	2	4	7	3	90	14	22	36	18
17	3	4	7	3	91	14	23	36	18
18	3	5	7	3	92	14	23	37	18
19	3	5	8	3	93	14	23	37	19
20	3	5	8	4	94	14	24	37	19
21	3	5	9	4	95	14	24	38	19
22	3	6	9	4	96	14	24	39	19
23	3	6	9	5	97	15	24	39	19
24	4	6	9	5	98	15	25	39	19
25	4	6	10	5	99	15	25	40	19
26	4	7	10	5	100	15	25	40	20
27	4	7	11	5	101	15	25	41	20
28	4	7	11	6	102	15	26	41	20
29	4	7	12	6	103	15	26	41	21
30	5	7	12	6	104	16	26	41	21
31	5	8	12	6	105	16	26	42	21
32	5	8	13	6	106	16	27	42	21
33	5	8	13	7	107	16	27	43	21
34	5	9	13	7	108	16	27	43	22
35	5	9	14	7	109	16	27	44	22
36	5	9	15	7	110	17	27	44	22
37	6	9	15	7	111	17	28	44	22
38	6	10	15	7	112	17	28	45	22
39	6	10	16	7	113	17	28	45	23
40	6	10	16	8	114	17	29	45	23
41	6	10	17	8	115	17	29	46	23
42	6	11	17	8	116	17	29	47	23
43	6	11	17	9	117	18	29	47	23
44	7	11	17	9	118	18	30	47	23
45	7	11	18	9	119	18	30	48	23
46	7	12	18	9	120	18	30	48	24
47	7	12	19	9	121	18	30	49	24
48	7	12	19	10	122	18	31	49	24
49	7	12	20	10	123	18	31	49	25
50	8	12	20	10	124	19	31	49	25
51	8	13	20	10	125	19	31	50	25
52	8	13	21	10	126	19	32	50	25
53	8	13	21	11	127	19	32	51	25
54	8	14	21	11	128	19	32	51	26
55	8	14	22	11	129	19	32	52	26
56	8	14	23	11	130	20	32	52	26
57	9	14	23	11	131	20	33	52	26
58	9	15	23	11	132	20	33	53	26
59	9	15	24	11	133	20	33	53	27
60	9	15	24	12	134	20	34	53	27
61	9	15	25	12	135	20	34	54	27
62	9	16	25	12	136	20	34	55	27
63	9	16	25	13	137	21	34	55	27
64	10	16	25	13	138	21	35	55	27
65	10	16	26	13	139	21	35	56	27
66	10	17	26	13	140	21	35	56	28
67	10	17	27	13	141	21	35	57	28
68	10	17	27	14	142	21	36	57	28
69	10	17	28	14	143	21	36	57	29
70	11	17	28	14	144	22	36	57	29
71	11	18	28	14	145	22	36	58	29
72	11	18	29	14	146	22	37	58	29
73	11	18	29	15	147	22	37	59	29
74	11	19	29	15	148	22	37	59	30
75	11	19	30	15	149	22	37	60	30
76	11	19	31	15	150	23	37	60	30
77	12	19	31	15	151	23	38	60	30
78	12	20	31	15	152	23	38	61	30
79	12	20	32	15	153	23	38	61	31

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M&IE Rate	Breakfast	Lunch	Dinner	Incidentals	M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
154	23	39	61	31	214	32	54	85	43
155	23	39	62	31	215	32	54	86	43
156	23	39	63	31	216	32	54	87	43
157	24	39	63	31	217	33	54	87	43
158	24	40	63	31	218	33	55	87	43
159	24	40	64	31	219	33	55	88	43
160	24	40	64	32	220	33	55	88	44
161	24	40	65	32	221	33	55	89	44
162	24	41	65	32	222	33	56	89	44
163	24	41	65	33	223	33	56	89	45
164	25	41	65	33	224	34	56	89	45
165	25	41	66	33	225	34	56	90	45
166	25	42	66	33	226	34	57	90	45
167	25	42	67	33	227	34	57	91	45
168	25	42	67	34	228	34	57	91	46
169	25	42	68	34	229	34	57	92	46
170	26	42	68	34	230	35	57	92	46
171	26	43	68	34	231	35	58	92	46
172	26	43	69	34	232	35	58	93	46
173	26	43	69	35	233	35	58	93	47
174	26	44	69	35	234	35	59	93	47
175	26	44	70	35	235	35	59	94	47
176	26	44	71	35	236	35	59	95	47
177	27	44	71	35	237	36	59	95	47
178	27	45	71	35	238	36	60	95	47
179	27	45	72	35	239	36	60	96	47
180	27	45	72	36	240	36	60	96	48
181	27	45	73	36	241	36	60	97	48
182	27	46	73	36	242	36	61	97	48
183	27	46	73	37	243	36	61	97	49
184	28	46	73	37	244	37	61	97	49
185	28	46	74	37	245	37	61	98	49
186	28	47	74	37	246	37	62	98	49
187	28	47	75	37	247	37	62	99	49
188	28	47	75	38	248	37	62	99	50
189	28	47	76	38	249	37	62	100	50
190	29	47	76	38	250	38	62	100	50
191	29	48	76	38	251	38	63	100	50
192	29	48	77	38	252	38	63	101	50
193	29	48	77	39	253	38	63	101	51
194	29	49	77	39	254	38	64	101	51
195	29	49	78	39	255	38	64	102	51
196	29	49	79	39	256	38	64	103	51
197	30	49	79	39	257	39	64	103	51
198	30	50	79	39	258	39	65	103	51
199	30	50	80	39	259	39	65	104	51
200	30	50	80	40	260	39	65	104	52
201	30	50	81	40	261	39	65	105	52
202	30	51	81	40	262	39	66	105	52
203	30	51	81	41	263	39	66	105	53
204	31	51	81	41	264	40	66	105	53
205	31	51	82	41	265	40	66	106	53
206	31	52	82	41					
207	31	52	83	41					
208	31	52	83	42					
209	31	52	84	42					
210	32	52	84	42					
211	32	53	84	42					
212	32	53	85	42					
213	32	53	85	43					

For M&IE rates greater than \$265, allocate 15%, 25%, and 40% of the total to breakfast, lunch, and dinner, respectively. The remainder is the incidental expense allowance.

[FTR Amdt. 10, 55 FR 41535, Oct. 12, 1990]

APPENDIX C TO CHAPTER 301—STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL [TRAVELER IDENTIFICATION]

Group name	Data elements	Description
Travel Authorization .....	Authorization Number .....	Assigned by the appropriate office.
Employee Name .....	First Name, Middle Initial, Last Name.	Agency guidelines may specify the order, e.g., last name first.
Employee Identification .....	Employee Number .....	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier .....	Site visit	

**Temporary Duty (TDY) Travel Allowances**

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Group name	Data elements	Description
	Information meeting Training attendance Speech or presentation Conference attendance Relocation .....	Same as change of official station.
	Entitlement travel. Start Date, End Date .....	Month, Day, Year according to agency guidelines.
Travel Period .....	CONUS/Domestic .....	Travel within continental United States.
Travel Type .....	OCONUS/Domestic .....	Travel outside the continental United States.
	Foreign .....	Travel to other countries.
Leave Indicator .....	Annual, Sick, Other .....	Identifies leave type as the reason for an interruption of per diem entitlement.
Official Duty Station .....	City, State, Zip .....	Either the corporate limits of city/town or the reservation, station, established area where stationed.
Residence .....	State, Zip, City .....	The geographical location where employee resides, if different from official duty station.
Payment Method .....	EFT .....	Direct deposit via electronic funds transfer.
	Treasury Check Imprest Fund	
Mailing Address .....	Street Address, City, State, Zip.	The location designated by the traveler based on agency guidelines.

**STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL**  
[Commercial Transportation Information]

Group name	Data elements	Description
Transportation Payment .....	.....	Method employee used to purchase transportation tickets.
Method Indicator .....	GTR .....	U. S. Government Transportation Request.
	Central Billing Account .....	A Contractor centrally billed account.
	Government Charge Card .....	In accordance with and as provided by agency guidelines.
	Cash	
Transportation Payment Identification Number.	Payment ID Number .....	A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. credit card number.
Transportation Method Indicator	Air (Premium Class) .....	Common carrier used as transportation to TDY location.
	Air (Non-premium Class) Non-contract Air, Train, Other	
Local Transportation Indicator ..	POV, Car rental, Taxi, Other ..	Identifies local transportation used while on TDY.

**TRAVEL EXPENSE INFORMATION**  
[Standard Data Elements for Federal Travel]

Group name	Data elements	Description
Per Diem .....	Total Number of Days .....	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed .....	The amount of money traveler claims as per diem expense.
Travel Advance .....	Lodging, Meals & Incidentals. Advance Outstanding .....	The amount of travel advance outstanding, when the employee files the travel claim.
	Remaining Balance .....	The amount of the travel advance that remains outstanding.
Subsistence .....	Actual Days .....	Total number of days the employee charged actual subsistence expenses.
	.....	The number of days must be expressed as a whole number.
	Total Actual Amount .....	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the Federal Travel Regulation.
Transportation Method Cost .....	Air (Premium Class) .....	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Air (Non-premium class) Non-contract Air, Train. Other .....	
Local Transportation .....	POV mileage .....	Bus or other form of transportation.
	POV mileage expense .....	Total number of miles driven in POV.
		Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POV.
Constructive cost .....	Car rental, Taxis, Other. Constructive cost .....	The difference between the amount authorized to spend versus the amount claimed.

TRAVEL EXPENSE INFORMATION—Continued  
[Standard Data Elements for Federal Travel]

Group name	Data elements	Description
Reclaim .....	Reclaim amount .....	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim .....	Total claim .....	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL  
[Accounting & Certification]

Group name	Data elements	Description
Accounting Classification .....	Accounting Code .....	Agency accounting code.
Non-Federal Source Indicator ..	Per Diem, Subsistence, Transportation.	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment “in-kind”.	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields .....	Claimant Signature .....	Traveler’s signature, or digital representation. The signature signifies the traveler read the “fraudulent claim/responsibility” statement.
	Date .....	Date traveler signed “fraudulent claim/responsibility” statement.
	Claimant Signature .....	Traveler’s signature, or digital representation. The signature signifies the traveler read the “Privacy Act” statement.
	Date .....	Date traveler signed “Privacy Act” statement.
	Approving Officer Signature .....	Approving Officer’s signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date .....	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature .....	Certifying Officer’s signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date .....	Date Certifying Officer signed the travel claim.

**Note to Appendix C:** Agencies must ensure that a purpose code is captured for those individuals traveling under unlimited open authorizations.

[FTR Amdt. 70, 63 FR 15981, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

APPENDIX D TO CHAPTER 301—GLOSSARY OF ACRONYMS

ATM: Automated Teller Machine  
 CFR: Code of Federal Regulations  
 CMTR: Combined Marginal Tax Rate  
 CONUS: Continental United States  
 CSRS: Civil Service Retirement System  
 DOD: Department of Defense  
 DOJ: Department of Justice  
 DSSR: Department of State Standardized Regulations  
 EFT: Electronic Funds Transfer  
 FAM: Foreign Affairs Manual  
 FEMA: Federal Emergency Management Agency  
 FERS: Federal Employees Retirement System  
 FHA: Federal Housing Administration  
 FOB: Free On Board  
 FTR: Federal Travel Regulation  
 FTS: Federal Telecommunications System  
 GAO: General Accounting Office  
 GBL: Government Bill of Lading  
 GBAT: Government Excess Baggage Authorization Ticket

GOCO: Government Owned Contractor Operated  
 GPO: Government Printing Office  
 GSA: General Services Administration  
 GTR: Government Transportation Request  
 ID: Identification  
 IDL: International Date Line  
 IRC: Internal Revenue Code  
 IRS: Internal Revenue Service  
 JFTR: Joint Federal Travel Regulations  
 JTR: Joint Travel Regulation  
 M&IE: Meals and Incidental Expenses  
 M&O: Management and Operating  
 MOU: Memorandum of Understanding  
 MTR: Marginal Tax Rate  
 NIST: National Institute of Standards and Technology  
 OCONUS: Outside the Continental United States  
 OGE: Office of Government Ethics  
 OMB: Office of Management and Budget  
 PCS: Permanent Change of Station  
 PDS: Permanent Duty Station  
 PIN: Personal Identification Number  
 POV: Privately Owned Vehicle  
 PTA: Prepaid Ticket Advice

## Temporary Duty (TDY) Travel Allowances

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PDTATAC: Per Diem, Travel and Transportation Allowance Committee  
Q&A: Question and Answer  
RIT: Relocation Income Tax  
SES: Senior Executive Service  
SSN: Social Security Number  
TCS: Temporary Change of Station  
TDY: Temporary Duty  
TMC: Travel Management Center  
TMS: Travel Management Services/System  
TQSE: Temporary Quarters Subsistence Expenses  
U.S.C.: United States Code  
VA: Department of Veterans Affairs  
WAE: When Actually Employed  
WTA: Withholding Tax Allowance

[FTR Amdt. 70, 63 FR 15983, Apr. 1, 1998; 63 FR 35538, 35539, June 30, 1998]

### APPENDIX E TO CHAPTER 301—SUGGESTED GUIDANCE FOR CONFERENCE PLANNING

#### TERMS

**Conference:** A meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.

**Conference lodging allowance:** The rate that is up to 25 percent above the established lodging per diem rate.

**Milestone schedule:** Deadlines, which need to be reached in a progressive and orderly manner.

**Planner:** The person designated to oversee the conference.

**Planning committee:** Operational group significantly contributing to a conference’s overall success and able to fully reflect the needs of both the agency and the attendees.

#### GETTING STARTED

Depending on the size, type, and intended effect of the conference, start planning a minimum of one year in advance. Designate a planner and a planning committee.

#### *Planning Committee*

Functions typically include, but are not limited to:

- Establishing a set of objectives.
- Developing a theme.
- Making recommendations for location, agenda, dates, and logistics, e.g., schedule, exhibits, speaker.
- Making suggestions as to who should attend.
- Serving as communications link between planners and participants.
- Evaluation and follow-up.

#### *Milestone Schedule*

(a) Develop a milestone schedule, which is essential to conference planning, by working

backward from the beginning date of the conference to include each major step. Examples include:

- Planning committee meetings.
  - Preparation of mailing lists.
  - Letters of invitation.
  - Designation of speakers.
  - Confirmation letters to speakers.
  - Confirmation with site selection official.
  - Preparation of agenda.
  - Preparation of specification sheet.
  - Location and date selection.
  - Exhibits.
  - Budget.
  - Printing requirements.
  - Signage.
  - Conference information packages.
  - Scheduling photographer (if planned).
  - Use of agency seal and conference logo.
  - Handicapped requirements.
  - Planning of meals and refreshments, if appropriate.
- (b) Establish completion dates for each major step.
- (c) Update and revise the schedule as needed.

#### *Specification Sheet*

A detailed specification sheet is necessary to:

(a) Identify essential elements of a conference which typically include, but are not limited to:

- Sleeping rooms and on-site food services. It is generally best to estimate on the low side for the number of sleeping rooms and meals to be prepared. Facilities, unless there is only limited available space, are usually prepared to increase the number of sleeping rooms and meals; however, they discourage—and in some cases penalize—you if the sleeping room and meal guarantees are not met.
- Meeting rooms.
- Exhibit facilities.
- Audio-visual equipment and support services.
- Miscellaneous support services.
- Sleeping rooms with amenities, e.g., Internet access, data ports, conference call, and voice mail.

(b) Determine costs:

- **Procurement.** All agreements and decisions should be written and agreed to by the agency-contracting officer before being sent to the facility. Bring contracting officer into the process early.
- **Government per diem rates.** The Government per diem rate applies to Federal attendees. Application of it to non-Federal attendees is at the discretion of the property and conference negotiator.
- **Registration fee.** Generally, the registration fee covers all direct expenditures of agency funds for planning and organization of a conference, e.g., meeting room accommodations, meals, light refreshments (if appropriate), speaker fees, publications, and

materials. Anything directly relating to the conference, except liquor, can be included in the fee. To estimate the registration fee, divide the proposed budget by the estimated number of attendees.

#### *Budgeting*

Decide how the conference expenses (other than sleeping room accommodations and individual meals) will be paid, i.e., by the attendee from a training or registration fee, or directly by the agency.

#### CONFERENCE SITE SELECTION

Minimize total costs, all factors considered.

#### *Geographic Location*

In determining where to locate the conference, consider:

- Targeted audience.
- Total costs, including per diem, transportation, and other.
- Accessibility by car or air.
- Whether recreational activities are necessary.
- The expense of desired facility (significant savings can be achieved in off-season periods).

#### *Types of Facilities*

- *Federal Government.* Use Government-owned or Government-provided conference facilities to the maximum extent possible.
- *Convention centers.* Excellent for very large meetings, trade shows and exhibits; usually located near a large number of hotels.
- *Colleges and universities.* Many have good meeting facilities and can offer sleeping accommodations when school is not in session.
- *Hotels.* Commercial facilities that may be used to meet all conference needs or just the room night needs.
- *Conference centers.* Dedicated meeting facilities; good for smaller meetings when numerous breakout sessions are planned.

#### *Date Selection*

For availability and economical reasons, the best months are April, May, September, October, and November. You should book the facility as early as possible to increase the chances of getting the date you want. However, pay particular attention to commitments for September or October due to fiscal year budget considerations.

#### *Considerations When Choosing a Site*

- (a) Is the facility:
- Cost effective, e.g., are Government rates honored?
  - Safe, e.g., FEMA-approved?
  - Is there on-site security personnel?
  - Easily reached from an airport or by car?

- Clean?
- Well run, e.g., does the staff seem to be competent and responsive?
- Laid out in a functional way?
- Large enough to supply the number of sleeping rooms required?
- Set up to provide necessary conference registration equipment?
- Handicapped accessible?
- (b) Parking:
  - Is it adequate?
  - How close to the facility is it?
  - Is it secure and safe?
  - Is the cost separate?
- (c) Sleeping rooms:
  - Will the facility make the reservations, or are you responsible for making the reservations for participants?
  - What are the facility's registration rules?
    - What are departure rules?
  - (d) Functionality of meeting rooms:
    - Is appropriate space available?
    - What costs are involved?
    - Is needed equipment available (i.e., for conference registration, faxes, phones, computers, copiers)? Do not rent equipment unless it is absolutely unrealistic to bring your own.
    - Are rooms designated for agency use for the duration of the conference?
    - Are there columns that can block views?
    - Are ceilings high enough for audio-video equipment?
    - Are rooms suitable for both classroom and/or theatre setups?
    - Are there windows? Shades?
    - Are there manually-controlled thermostats?
    - Are rooms handicapped accessible?
    - Where are electrical outlets?
    - Can the rooms be darkened?
    - Would it be more economical to bring audio-visual equipment?
    - Does the facility want meeting schedules and room layouts in writing in advance of the conference?
    - If necessary, can the rooms be entered the evening before for an early setup?
    - Will the facility arrange for room setup if given a layout?
    - What set-up costs are included?
    - What are departure rules?
  - (e) Exhibits:
    - If exhibits are planned, is suitable exhibit space available?
    - Are easels available at no cost?
    - What are the put-up and takedown times?
      - What costs are involved?
      - What about pre-delivery and after-conference arrangements?
      - If exhibits are shipped, know where and to whom they are to be sent.
      - If you are bringing large exhibits, determine location of loading dock, appropriate entrances and elevators.

## Temporary Duty (TDY) Travel Allowances

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- Are there additional handling fees?
- Check hotel policy on posting, size and appearance of signs.

### FOOD AND DRINK

#### *Meals*

- You can not generally use appropriated funds to pay for meals for employees at their official duty stations.
- Employees on TDY travel may be served meals but cannot be reimbursed for those provided at Government expense.
- You should clarify in advance the appropriate per diem reduction(s) of meal(s) allowance(s) for TDY travel.
- You may pay, or reimburse an employee for meals as necessary expenses incident to an authorized training program (under the Government Employees Training Act (GETA) at 5 U.S.C. 4104(4)), if a determination has been made that essential training will be conducted during the meal.
- Work closely with the hotel to plan quality menus that fit within authorized per diem rates.
- Clarify and agree in advance to the number of meal guarantees.
- Ensure that gratuities and service charges are added to the cost of each meal, and determine the method of billing to be used (e.g., signed guarantee, collected meal tickets, or actual quantities consumed).
- Confirm menus.

### BREAKS AND REFRESHMENTS

Breaks should last no longer than 30 minutes and take place between meeting sessions. The following should also be considered when planning for refreshments:

- Keep in mind that everyone does not drink coffee or tea.
- You should clarify and agree in advance that coffee and pastries, if appropriate, are purchased by the gallon and dozen.
- Try to avoid a per person charge.
- Negotiate the cost into the contract.
- Be conservative in your estimates. There are seldom 100 percent of the conference participants attending any one function.
- If coffee, soft drinks, and water are not included in the fee, are they available "at cost" to the attendee?

### ACCOUNT RECONCILIATION

It is important to request that the hotel bill be prepared in a logical and chronological sequence, and that backup data accompany the bill. Generally, the hotel will complete its accounting of the conference within two weeks of the conclusion.

### NOTIFICATION

#### *Announcement and/or Invitations*

Announcement of the planned conference should be made as early as possible, even one year in advance; invitation letters, 8 weeks in advance. They should include, but are not limited to:

- Point of contact name and telephone number.
- Registration form, card, or Internet address (include space for identifying handicapped requirements).
- Registration instructions.
- Registration deadline date.
- Detailed area map and driving instructions.
- Information on traffic patterns to avoid rush hour delays.
- Promotional brochures from the facility.
- Layout of facility including telephone numbers.
- Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.
- Agenda with a list of speakers and topics.
- Activity schedule for spouses and guests (all charges or costs attributed to spouses or guests must be borne by the individual attendee (not reimbursable by the Government)).
- Provide a sample travel voucher.
- Notice that conference lodging allowance applies if applicable.

#### *Confirmations*

You should:

- Decide on the speaker(s) and the message you wish to be conveyed and obtain early commitment(s) in writing.
- Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.
- Conduct a final planning committee meeting to confirm all plans.
- Confirm photographer's schedule.
- Confirm hotel plans at least one day in advance.

### FACILITY PROCESS

#### *Check-In and -Out*

Streamline the process:

- Will the facility need additional personnel?
- Is electronic one-stop processing available?
- Is luggage storage and shuttle service available?
- Arrange parking for any special guests.
- Provide signage.

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### REGISTRATION PROCESS

Registration is generally the attendees' introduction to the conference. Give it special attention by:

- Using directional signs.
- Placing especially attractive or important exhibits nearby.
- Planning for late arrivals.
- Using state-of-the-art processing.
- Checking out the registration capabilities of using GSA's electronic SmartPay System.
- Providing for handicapped attendees.

### CONFERENCE INFORMATION PACKAGE

Each registrant should be given a conference information package. Used regularly during the conference, the conference information package should be accurate, beneficial, and reflect detailed information on a daily/hourly basis. If time allows, you may want to finalize the package and send it to the printer at least 4 weeks in advance of the starting date. The program will be widely used, so you may want to print twice as many copies of the program as you have expected attendees. The information package, for example, may contain:

- A list of everything in the package.
- A "welcome" letter.
- A schedule.
- Workshop agendas.
- Discussion of exhibits.
- Panelists' information.
- Photos and biographies of speakers/special guests.
- Facility layout and list of services available.
- Identify designated smoking areas.
- Special events.
- Message center information.
- Area map.
- Other pertinent material.

NOTE: Use of agency seal and conference logo may be considered for the conference package. However, the decision to use such items is strictly the judgment of agency officials.

### MISCELLANEOUS

#### *Suggested Room Coordination*

Plan ahead to setup:

- Staff room to handle core of activities;
- Meal functions;
- Exhibit rooms, and
- Meeting rooms—  
Theatre or auditorium for lectures; Facing speaker when note taking is important; Square or U-shaped style for discussion/

interaction; and Banquet or roundtable for discussion.

#### *Keeping in Touch*

Plan for:

- A message center to be set up in a central location for special announcements and telephone messages.
- How to reach whomever at all times—use beepers and walkie-talkies.
- Clear identification of conference staff.
- Accommodation of physically impaired attendees with sign language or other special needs.

#### *Mementos*

Appropriations are not available to purchase memento items for distribution to conference attendees as a remembrance of an event. Two notable exceptions to the memento or gift prohibition are under training and awards. Work closely with appropriate agency officials to make final determinations.

### RESOURCES

The following resources may be of assistance in planning a conference:

- An agency contracting officer;
- Travel Management Centers;
- Interagency Travel Management Committee members (a forum of agency travel policy managers—for member identification, contact your agency's administrative or financial office);
- State Chambers of Commerce or Visitors Bureaus;
- Local chapters of the Society of Government Meeting Professionals; and
- Private industry conference planners.

### CONCLUSION

#### *Process:*

- Questionnaires, which may provide invaluable feedback about the success of your conference.
- Training certificates.
- Thank you notes to participants, facility personnel, speakers, printers, photographers, and other special contributors.
- Summary to acknowledge the accomplishments, and to convey the information discussed to a wider audience, may be an excellent promotional tool.

NOTE TO APPENDIX E: Use of pronouns "we", "you", and their variants throughout this appendix refers to the agency.

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