

**Subpart D—Travel Payment System**

**§301-73.300 What is a travel payment system?**

A system to facilitate the payment of official travel and transportation expenses which includes, but is not limited to:

- (a) Issuance and maintenance of Government contractor-issued individually billed charge cards;
- (b) Establishment of centrally billed accounts for the purchase of travel and transportation services;
- (c) Issuance of travelers checks; and
- (d) Provision of automated-teller-machine (ATM) services worldwide.

[FTR Amdt. 70, 63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§301-73.301 How do we obtain travel payment system services?**

You may participate in GSA's or another Federal agency's travel payment system services program or you may contract directly with a travel payment system service if your agency has 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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- 301-74.15 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 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?
- 301-74.25 May we reimburse travelers for an advanced payment of a conference or training registration fee?
- 301-74.26 What is the traveler required to do if he/she is unable to attend an event for which they were reimbursed for an advanced discounted payment of a conference or training registration fee?

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**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) Ensure that the conference planner or designee does not retain for personal use any promotional benefits or materials received from a travel service provider as a result of booking the conference (see §§ 301-53.2 and 301-53.3 of this chapter); and
- (e) Develop and establish internal policies to ensure these standards are met.

[FTR Amdt. No. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 2003-04, 68 FR 27937, May 22, 2003]

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

When planning a conference, you should consider all direct and indirect conference costs paid by the Government, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference. Some examples of such costs are:

- (a) Authorized travel and per diem expenses;
- (b) Hire of rooms for official business;
- (c) Audiovisual and other equipment usage;
- (d) Computer and telephone access fees;
- (e) Light refreshments;
- (f) Printing;
- (g) Registration fees;
- (h) Ground transportation; and

- (i) Employees’ time at the conference and on en route travel.

**§ 301-74.3 What must we do to determine which conference expenditures result in the greatest advantage to the Government?**

To determine conference expenditures, you must:

- (a) Assure there is appropriate management oversight of the conference planning process;
- (b) Always do cost comparisons of the size, scope, and location of the proposed conference;
- (c) Determine if a Government facility is available at a cheaper rate than a commercial facility;
- (d) Consider alternatives to a conference, e.g. teleconferencing; and
- (e) Maintain written documentation of the alternatives considered and the selection rationale used.

**§ 301-74.4 What should cost comparisons include?**

Cost comparisons should include, but not be limited to, a determination of adequacy of lodging rooms at the established per diem rates, overall convenience of the conference location, fees, availability of meeting space, equipment, and supplies, and commuting or travel distance of attendees. (See Appendix E to Chapter 301, Guidance for Conference Planning.)

**§ 301-74.5 How should we select a location and a facility?**

Site selection is a final decision as to where to hold your conference. The term “site” refers to both the geographical location and the specific facility(ies) selected. In determining the best site in the interest of the Government, you should exercise strict fiscal responsibility to minimize costs. The actions in § 301-74.3 must be followed. Cost comparisons must cover factors such as those listed in § 301-74.4. As part of the cost comparison, you must use the established per diem rate for the locations for which you are comparing costs.