

Temporary Duty (TDY) Travel Allowances

Ch. 301, App. B

(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.

§ 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 Stand-

ardized 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
6	1	2	2	1
7	1	2	3	1
8	1	2	3	2
9	1	2	4	2
10	2	2	4	2
11	2	3	4	2
12	2	3	5	2
13	2	3	5	3
14	2	4	5	3
15	2	4	6	3
16	2	4	7	3
17	3	4	7	3
18	3	5	7	3
19	3	5	8	3
20	3	5	8	4
21	3	5	9	4
22	3	6	9	4
23	3	6	9	5
24	4	6	9	5
25	4	6	10	5
26	4	7	10	5
27	4	7	11	5
28	4	7	11	6
29	4	7	12	6
30	5	7	12	6
31	5	8	12	6
32	5	8	13	6
33	5	8	13	7
34	5	9	13	7
35	5	9	14	7
36	5	9	15	7
37	6	9	15	7
38	6	10	15	7
39	6	10	16	7
40	6	10	16	8
41	6	10	17	8
42	6	11	17	8
43	6	11	17	9
44	7	11	17	9
45	7	11	18	9
46	7	12	18	9
47	7	12	19	9
48	7	12	19	10
49	7	12	20	10
50	8	12	20	10
51	8	13	20	10
52	8	13	21	10
53	8	13	21	11
54	8	14	21	11
55	8	14	22	11
56	8	14	23	11
57	9	14	23	11
58	9	15	23	11
59	9	15	24	11
60	9	15	24	12
61	9	15	25	12
62	9	16	25	12
63	9	16	25	13
64	10	16	25	13
65	10	16	26	13
66	10	17	26	13
67	10	17	27	13
68	10	17	27	14

Ch. 301, App. B

41 CFR Ch. 301 (7-1-06 Edition)

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals	M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
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
80	12	20	32	16	154	23	39	61	31
81	12	20	33	16	155	23	39	62	31
82	12	21	33	16	156	23	39	63	31
83	12	21	33	17	157	24	39	63	31
84	13	21	33	17	158	24	40	63	31
85	13	21	34	17	159	24	40	64	31
86	13	22	34	17	160	24	40	64	32
87	13	22	35	17	161	24	40	65	32
88	13	22	35	18	162	24	41	65	32
89	13	22	36	18	163	24	41	65	33
90	14	22	36	18	164	25	41	65	33
91	14	23	36	18	165	25	41	66	33
92	14	23	37	18	166	25	42	66	33
93	14	23	37	19	167	25	42	67	33
94	14	24	37	19	168	25	42	67	34
95	14	24	38	19	169	25	42	68	34
96	14	24	39	19	170	26	42	68	34
97	15	24	39	19	171	26	43	68	34
98	15	25	39	19	172	26	43	69	34
99	15	25	40	19	173	26	43	69	35
100	15	25	40	20	174	26	44	69	35
101	15	25	41	20	175	26	44	70	35
102	15	26	41	20	176	26	44	71	35
103	15	26	41	21	177	27	44	71	35
104	16	26	41	21	178	27	45	71	35
105	16	26	42	21	179	27	45	72	35
106	16	27	42	21	180	27	45	72	36
107	16	27	43	21	181	27	45	73	36
108	16	27	43	22	182	27	46	73	36
109	16	27	44	22	183	27	46	73	37
110	17	27	44	22	184	28	46	73	37
111	17	28	44	22	185	28	46	74	37
112	17	28	45	22	186	28	47	74	37
113	17	28	45	23	187	28	47	75	37
114	17	29	45	23	188	28	47	75	38
115	17	29	46	23	189	28	47	76	38
116	17	29	47	23	190	29	47	76	38
117	18	29	47	23	191	29	48	76	38
118	18	30	47	23	192	29	48	77	38
119	18	30	48	23	193	29	48	77	39
120	18	30	48	24	194	29	49	77	39
121	18	30	49	24	195	29	49	78	39
122	18	31	49	24	196	29	49	79	39
123	18	31	49	25	197	30	49	79	39
124	19	31	49	25	198	30	50	79	39
125	19	31	50	25	199	30	50	80	39
126	19	32	50	25	200	30	50	80	40
127	19	32	51	25	201	30	50	81	40
128	19	32	51	26	202	30	51	81	40
129	19	32	52	26	203	30	51	81	41
130	20	32	52	26	204	31	51	81	41
131	20	33	52	26	205	31	51	82	41
132	20	33	53	26	206	31	52	82	41
133	20	33	53	27	207	31	52	83	41
134	20	34	53	27	208	31	52	83	42
135	20	34	54	27	209	31	52	84	42
136	20	34	55	27	210	32	52	84	42
137	21	34	55	27	211	32	53	84	42
138	21	35	55	27	212	32	53	85	42
139	21	35	56	27	213	32	53	85	43
140	21	35	56	28	214	32	54	85	43
141	21	35	57	28	215	32	54	86	43
142	21	36	57	28	216	32	54	87	43

Temporary Duty (TDY) Travel Allowances

Ch. 301, App. C

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals	M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
217	33	54	87	43	246	37	62	98	49
218	33	55	87	43	247	37	62	99	49
219	33	55	88	43	248	37	62	99	50
220	33	55	88	44	249	37	62	100	50
221	33	55	89	44	250	38	62	100	50
222	33	56	89	44	251	38	63	100	50
223	33	56	89	45	252	38	63	101	50
224	34	56	89	45	253	38	63	101	51
225	34	56	90	45	254	38	64	101	51
226	34	57	90	45	255	38	64	102	51
227	34	57	91	45	256	38	64	103	51
228	34	57	91	46	257	39	64	103	51
229	34	57	92	46	258	39	65	103	51
230	35	57	92	46	259	39	65	104	51
231	35	58	92	46	260	39	65	104	52
232	35	58	93	46	261	39	65	105	52
233	35	58	93	47	262	39	66	105	52
234	35	59	93	47	263	39	66	105	53
235	35	59	94	47	264	40	66	105	53
236	35	59	95	47	265	40	66	106	53
237	36	59	95	47					
238	36	60	95	47					
239	36	60	96	47					
240	36	60	96	48					
241	36	60	97	48					
242	36	61	97	48					
243	36	61	97	49					
244	37	61	97	49					
245	37	61	98	49					

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 Information meeting Training attendance Speech or presentation Conference attendance Relocation Entitlement travel.	Same as change of official station.
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic OCONUS/Domestic Foreign	Travel within continental United States. Travel outside the continental United States. 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 Treasury Check Imprest Fund	Direct deposit via electronic funds transfer.
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 Indicator	GTR Central Billing Account Government Charge Card	Method employee used to purchase transportation tickets. U. S. Government Transportation Request. A Contractor centrally billed account. In accordance with and as provided by agency guidelines.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL—Continued
[Commercial Transportation Information]

Group name	Data elements	Description
Transportation Payment Identification Number.	Cash 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 (First-class and Business-class). Air (Non-first-class and Non-business-class) Non-contract Air, Train, Other	Common carrier used as transportation to TDY location.
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 (First-class and Business-class). Air (Non-first-class and Non-business-class) Non-contract Air, Train. Other	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
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.
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.

Temporary Duty (TDY) Travel Allowances

Ch. 301, App. E

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL—Continued
 [Accounting & Certification]

Group name	Data elements	Description
	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, as amended by FTR Amdt. 2005-03, 70 FR 28460, May 18, 2005]

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
 GEBAT: 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
 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.

Temporary Duty (TDY) Travel Allowances

Ch. 301, App. E

- *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.

- 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.

Ch. 301, App. E

- 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.

41 CFR Ch. 301 (7-1-06 Edition)

- 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.

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

Temporary Duty (TDY) Travel Allowances

Ch. 301, App. E

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.

[FTR Amdt. 89, 65 FR 1329, Jan. 10, 2000]