DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANRIA, VA 22333-0001

AMC REGULATION
No. 1-12

05 June 2001

Administration

SPONSORSHIP OF CONFERENCES

Issue of supplements to this regulation is prohibited without prior approval from the Commander, HQ AMC (AMCPE-P), 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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1. Purpose. This regulation prescribes the policies, responsibilities, controls, and approval levels for planning and organizing all U.S. Army Materiel Command (AMC) conferences.

2. Scope.

a. This regulation applies to HQ AMC; AMC Major Subordinate Commands (MSCs) including their subordinate installations and activities, and separate installations and activities reporting directly to HQ AMC.

b. This regulation applies to conferences scheduled for training purposes, when:

(1) The announced purpose of the conference is educational or instructional.

(2) More than half of the time is scheduled for a planned, organized exchange of information between presenters and

*This regulation supersedes AMC-R 1-12, 2 August 1999.

audience which meets the definition of the training in Section 410 of Title 5, United States Code.

(3) The content of the conference is germane to improving individual and/or organizational performance.

(4) Developmental benefits will be derived through the employee's attendance.

c. Meetings sponsored by organizations, which, by the very nature of their missions, must conduct meetings away from their duty stations, are exempt from the requirements of this regulation. Examples of such groups include auditors and inspectors general.

3. Objective. The objective of this regulation is to establish procedures and controls to ensure efficiency, effectiveness, and propriety in planning and conducting conferences.

4. Explanation of Terms.

a. Conference. For the purpose of this regulation, the term conference is defined as any official symposium, meeting, seminar, workshop, training, or assembly, whether classified or unclassified, sponsored by any component of AMC to resolve issues or exchange information, and which meets any one of the following criteria:

(1) The conference includes 15 or more AMC participants, regardless of rank.

(2) The estimated cost of the conference to include travel, per diem, facility costs, and speaker costs, exceeds $7,500.

b. Conference Manager. The position or office designated at HQ AMC, the MSCs, including their subordinate installations, and separate reporting activities reporting directly to HQ AMC, which is responsible for overall management of the conduct of conferences.

c. Conference Sponsor. The organization responsible for convening a conference and providing conference instructions to the participants.

d. Host Activity. The activity or organization designated by the conference sponsor to host the conference. The host activity and the conference sponsor may be one and the same.

5. Policies.

a. Approval Authority. The Chief of Staff, AMC, is the approval authority for all conferences with an estimated cost of $7,500 or more, which are sponsored or directed by HQ AMC staff elements. The Commanders of AMC MSCs are the approving authorities for conferences sponsored within their respective command. Approval authority may be delegated to a specific position reporting directly to the Commander. The Commanders or Directors of other Separate Reporting Activities (SRAs), and organizations reporting directly to HQ AMC, are the approving authorities for conferences sponsored within their respective activities. Approval will be based on demonstrated need and justified in writing. Conferences will not be planned for any location, just because it is a tourist vacation destination or resort. Conferences will not be approved if funds are not available.

b. Conference Approval Request.

(1) All conference requests of $7,500 or more will be documented on AMC Form 2765-R (Conference Justification Statement) and coordinated with the resource management, command counsel, public affairs, and security offices, prior to being submitted in two copies to the conference manager. The AMC Form 2765-R may be locally reproduced on 8-1/2 by 11 inch paper.

(2) All conference requests of less that $7,500 will be documented and coordinated in the same manner as those with an estimated cost of $7,500 or more, however, Command Group approval is not required. Copies will be submitted to the conference manager at least 15 working days prior to the start of the conference for audit purposes and recording in the activity conference register.

c. Conference Space Requirements.

(1) Whenever possible, conferences will be held on Army or Government installations. Commercial facilities will be used only when they can be proven to be more economical, or when Army or Government facilities are unavailable when required. Efforts will be made, however, to adjust conference scheduling to fit the availability of Government facilities.

(2) Each request for commercial space in the NCR will be submitted on a memorandum to the Director, Space and Building Management Service-Washington (S&BMS-W) at least 70 days prior to the proposed conference date and will be supported by a concise justification and statement that Government space is not available. See the required information outlined in Appendix C.

When a specific commercial facility is desired, a brief cost comparison of at least three commercial facilities is required. In general, the least expensive facility will be selected; however, other factors may justify the selection of a facility other than the least expensive. The S&BMS-W processes space requests through the Office of the Secretary of Defense for approval and sends them to Defense Supply Service-Washington for contract action. The sponsoring agency must secure final approval of their conference request from the approval authority before contract action is completed. Officials who fail to do so could be personally liable for conference costs incurred.

(3) AMC conference travelers to the NCR (and to certain other regions of the country) are required to participate in the DA Lodging Success Program (LSP). Travelers to the NCR will follow program procedures as outlined in the DA LSP guidelines. These guidelines have been forwarded to the travel office of the MSCs and SRAs. Specifically: Army coordinators of group travelers attending conferences, seminars, meetings, or training classes are required to contact the Central Reservation Center (CRC) to book guestroom blocks for the event in order to confirm space availability and receive the LSP discounted daily rate. When group-lodging requirements are unavailable at LSP hotels, the CRC is authorized to issue a single non-availability (NA) control number to the group coordinator. This exemption process, like a non-availability statement, applies when no available LSP hotel can be found having the necessary number, size, or configuration of conference rooms required for a particular event.

d. Multiple Conference Approvals. Approval may be requested and granted for more than a single conference when the following conditions apply:

(1) The period for which approval is requested does not include more than 1 fiscal year.

(2) The general purpose, meeting place, and composition of the group traveling and attending remain constant.

(3) The requirement has been included in an approved budget submission.

e. Annual Conference Schedule. No later than 1 September, activities will submit to the conference manager a schedule of all planned conferences for the next fiscal year. Individual justification statements will also be provided at that time. Notification of schedule changes for the planned conferences will be submitted as required.

f. Reports/Feedback. The following procedures will be followed:

(1) Conference managers will maintain a register of all conference requests received and their disposition.

(2) Conference sponsors will identify significant deviations from planned attendance and estimated costs. A record of all support costs such as photography, administration, transportation, etc., as well as strong and weak points contributing to the relative success of the conference, to include both substantive matters and administrative arrangements, will be maintained to be used in planning future conferences.

(3) All records generated in support of conference site selections will be retained in accordance with this regulatory requirement for 30 or more attendees and are subject to audit by either internal review personnel or external auditors.

g. Conference Planning. The following areas must be given careful consideration when planning any conference:

(1) Video Enhanced User System (VENUS). The VENUS will be the first consideration when planning any conference, regardless of the conference estimated cost. When the conference sponsor determines that VENUS cannot be used, the conference sponsor will detail the reasons in a memorandum for record and file it for future review by any of the audit agencies. This memorandum will stand as the only justification for non-use of VENUS as the first choice for conduct of conference.

(2) Attendance. Criteria that reflect the purpose of the conference will be established for the selection of attendees. Observers, guests, and support personnel shall be limited to avoid the compilation of excessive conference costs.

(3) Guest speakers/discussion leaders. The sponsor will establish criteria for selection of guest speakers, discussion leaders, and others, and will ensure that appropriate logistical arrangements are made. The criteria established will be kept on file for possible review by any audit agency.

(4) Government owned/leased facilities. Whenever feasible and suitable, conferences will be held at Government facilities. Government quarters will also be used by conference attendees when available.

(5) Contracting. Where commercial facilities are used, sound procurement practices and appropriate regulations will be

followed. Only a procurement office will make any contractual arrangements obligating the Government. Care must be exercised to ensure that no informal commitments are made. Coordination with the servicing contracting office will be accomplished prior to discussions with potential contractors.

(6) Gifts, souvenirs, and mementos. The following procedures will be followed.

(a) Gifts, souvenirs, and mementos may not be given to attendees of Government-sponsored conferences. Attendees may be provided only those government office supplies and stationary items necessary for the successful completion of the conference mission, such as inexpensive notebooks and writing implements.

(b) Appropriated funds may not be used to defray the cost of items not considered necessities, such as ashtrays, plaques, or paperweights.

(c) The statutory and regulatory prohibitions against gifts to superiors and employees contained in DOD 5500.7-R, Joint Ethics Regulation, must be strictly observed.

(d) It is improper to use or allow the use of Government property, facilities, or manpower in the manufacture or preparation of gifts to Government personnel. This prohibition would preclude the use of the installation carpentry shop, training aid facility, or self-service supply center in the manufacture of gifts.

(7) Social activities. Except as provided under other regulations (e.g., commander's discretionary funds), social activities will not be paid for with Government funds.

(8) Off-season rates. To the extent feasible, conferences will be planned for times that will permit taking advantage of off-season rates.

(9) Site selection. All conference requests will include a cost comparison of at least three comparable sites. The activity's resource manager will determine if there are sufficient funds available for the conduct of the conference and will verify that the conference request includes the required three cost comparisons before the request is coordinated with the activity's command counsel, public affairs, and military intelligence offices.

(10) Transportation support. Conference transportation support must be in accordance with provisions of the Joint Travel Regulation. Conference sponsors should make maximum use of

military vehicles or free transportation available at the commercial site prior to incurring the cost of rental vehicles. Providing transportation at Government expense for sightseeing or other recreational activities is not authorized.

(11) Conference Costs include all costs paid directly or reimbursed by DOD components. Examples include:

(a) Attendee's travel costs (i.e., ground transportation, lodging, meals, and incidental costs).

(b) Attendee's time costs (i.e., the cost of employee's time spent at the conference and traveling to and from the conference).

(c) Meeting room and audiovisual costs.

(d) Registration fees, (i.e., guest speaker, administrative fees, and light refreshments).

(e) Speaker fees.

(f) Conference-related administrative fees, and similar costs.

Note: Light refreshments provided for employees attending an official conference may be used for morning, afternoon, or evening breaks. Light refreshments are defined to include, but not limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. When travel is involved and meals are included in the registration fee, the traveler must identify on the travel order those meals added into the registration fee, to include the number of meals.

(12) Prevention of overpayment. The following procedures will be followed:

(a) To ensure proper payment by finance and accounting officers, it is essential that travel orders include an appropriate statement when lodging or meals are included in a contract at the conference site. With respect to meals, the travel orders must state which meals are provided contractually and their value under the local per diem rate and advise that this amount is deducted from the traveler's Meals and Incidental Expense (M&IE) entitlement. The conference sponsor will advise the attendees of such provisions via message or other written form in sufficient time to allow orders to be properly prepared.

(b) The total daily cost of all meals and lodging, whether paid via contract or by the traveler, will normally not

exceed the established per diem limit or other thresholds imposed by higher headquarters. Where any services (room or meals) are provided by contract, reimbursement will be made in accordance with provisions contained in the Joint Travel Regulation.

(c) Reimbursement will not be allowed for cost of meals procured at personal expense in lieu of meals provided by contract.

(d) If the conference sponsor can demonstrate in writing that the established per diem rate will not suffice for known lodging and meal costs, the traveler may request approval for an Actual Expense Allowance (AEA) or Conference Lodging Allowance (CLA)(only one method can be used) in lieu of the established per diem rate. Attendees must be notified in accordance with the Joint Travel Regulation, Volume II, C4550, so that orders may be properly prepared.

(1) Actual Expense Allowance (AEA) - is requested by the traveler when lodging or meals exceed the per diem rate. The daily maximum is 150 percent of the per diem rate for the TDY location.

(2) Conference Lodging Allowance (CLA) - is pre-determined maximum allowance of up to 25 percent greater than the applicable locality lodging portion of the per diem rate.

(13) Public image. All activities of the Government should be economical and efficient. AMC conferences that give the appearance of not being economical and efficient will be avoided. All aspects of conferences will be planned to reflect, without need for explanation, wise use of taxpayers' dollars. A good test is to consider whether details of the conference appearing in the news media would cause concern or embarrassment to the command.

(14) Security. Conference site selection will include an assessment of the vulnerability of conference activities and participants to terrorist and other criminal activities. Local threats, sensitivity of conference subjects, the seniority of the conference participants, and security systems available at the conference sites are all considerations in evaluating potential conference locations.

6. Responsibilities.

a. HQ AMC.

(1) The HQ AMC Chief of Staff is responsible for approving or disapproving conference requests of $7,500 or more from the HQ AMC staff elements.

(2) The HQ AMC Deputy Chiefs of Staff and Separate Office Chiefs are responsible for:

(a) Reviewing and approving all conference requests from within their organization and determining if the conference is needed, if the benefits of the conference warrant the cost, and if the arrangements are cost effective.

(b) Coordinating all conference requests, regardless of cost, with the Offices of Resource Management, Command Counsel, Public Affairs, and Military Intelligence, prior to submitting the request to the conference manager.

(3) The Office of the Deputy Chief of Staff for Personnel, HQ AMC, is responsible for:

(a) Serving as HQ AMC Conference Manager.

(b) Establishing policy for the conduct of conferences.

(c) Publishing guidance on the conduct of conferences.

(d) Performing guidance manager responsibilities for HQ AMC staff elements.

(4) The Office of Resource Management, HQ AMC, is responsible for:

(a) Determining if there are sufficient funds available for the conduct of each conference sponsored by a HQ AMC staff element.

(b) Verifying that the sponsor has presented cost comparisons of three conference sites.

(5) The Office of the Command Counsel, HQ AMC, is responsible for:

(a) Establishing a Point Of Contact (POC) to provide advice and counsel requested by conference sponsors.

(b) Reviewing HQ AMC conference requests for legal/ethical considerations prior to submission to the conference manager.

(6) The Public Affairs Office, HQ AMC, is responsible for reviewing HQ AMC conference requests for impact on the public image of AMC prior to submission to the conference manager.

(7) The Office of Military Intelligence, HQ AMC, is responsible for reviewing conference requests with respect to the site, providing information on force protection or personal protection considerations, notifying the sponsoring agency of threat condition changes, and recommending more protection measures, if necessary.

(8) Command Provost Marshal, HQ AMC, will review requests to ensure adequate security considerations have been included in conference planning documentation.

b. AMC field elements are responsible for:

(1) Establishing local controls, policies, and procedures that are consistent with the guidance in this regulation.

(2) Designating a position or office to perform conference manager responsibilities.

c. The conference manager is responsible for:

(1) Reviewing all conference requests for policy considerations.

(2) Maintaining a control register of all conference requests received.

(3) Forwarding all conference requests of $7,500 or more to the approval authority with recommendations for approval or disapproval, and returning to the conference sponsor those requests of less than $7,500 after the requests have been logged into the activity's conference register.

(4) Requesting conference cost data, as needed, from conference sponsors for validation and audit purposes.

d. The conference sponsor is responsible for:

(1) Determining requirements, agenda, participants, and total estimated costs for each conference.

(2) Documenting the estimated costs of each conference for approval by the sponsoring activity's deputy chief of staff or separate office chief.

(3) Coordinating all security arrangements for a classified conference with the supporting security office.

(4) Coordinating the conference requests with the Offices of Resource Management, Command Counsel, Public Affairs, and Military Intelligence, prior to submitting the request to the activity's Conference Manager.

(5) Establishing selection criteria for conference staff and attendees, including alternatives.

(6) Locating available conference sites and identifying suitability according to predetermined criteria.

(7) Ascertaining funds availability, obtaining approvals, and maintaining administrative records.

(8) Ensuring that contractual and other arrangements are conducted so as to promote the objectives of the conference and avoid any act or appearance of impropriety. Coordination with the servicing contracting office will be accomplished prior to discussions with potential contractors.

(9) Establishing administrative processes (including provision of necessary supplies) that will support the conduct of the conference.

(10) Providing minimum appropriate administrative staff.

(11) Performing necessary after-actions, such as distributing materials, arranging payments, conducting effectiveness feedback, and applying lessons-learned to future conferences.

(12) Ensuring that for conferences with attendees of 30 or more a record of the cost of each alternative conference site (not less than 3) considered must be maintained. These records are to be made available for inspection by your Office of the Inspector General or other interested parties.

(13) Ensuring AMC Form 2765-R (Conference Sponsor Checklist) is completed and a copy is attached to the conference package.

7. References.

a. DOD 5500.7-R, Joint Ethics Regulation, 30 August 1993.

b. DFAS 37-1, Finance and Accounting Policy Implementation, 18 September 1995.

c. AR 380-49, Industrial Security, 15 April 1982.

The proponent of this regulation is the U.S. Army Materiel Command. Users are invited to submit comments on DA Form 2028 (Recommended Changes to Publications and Blank Forms), to the Commander, HQ AMC (AMCPE-P), 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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CONFERENCE JUSTIFICATION STATEMENT

(AMC-R 1-12)

TITLE OF CONFERENCE:	
DATE(S):	LOCATION:
HIGHEST SECURITY CLEARANCE:	SPONSORING ORGANIZATION:
POC:	POC TELEPHONE NO:

TOTAL NUMBER OF ATTENDEES: _____

HQ AMC	_____
OTHER AMC	_____
OTHER ARMY	_____
OTHER DEFENSE	_____
NON DEFENSE	_____

TOTAL COST ESTIMATE: _____

TRAVEL	_____
PER DIEM	_____
CONTRACT ROOMS	_____
CONTRACT MEALS	_____
OTHER (SPECIFY)	_____

TOTAL COST TO THE SPONSOR: _____

☐	Included in directorate/office budget	_____
☐	Unfinanced/unforeseen requirement/other	_____

(Check one and explain)

PURPOSE/BENEFIT OF CONFERENCE:

ALTERNATIVES CONSIDERED (TELECONFERENCING, WRITTEN COMMUNICATIONS, ETC.):

AMC FORM 2765-R-E
JUL 99

Previous editions of this form are obsolete.

(Continued on reverse)

SITE SELECTION JUSTIFICATION

NUMBER OF DAYS ATTENDING	NUMBER OF CIVILIANS	NUMBER OF MILITARY	ATTENDEE HOME STATION

WERE GOVERNMENT FACILITIES CONSIDERED? YES ☐ NO ☐

LIST THE FACILITIES AND STATE WHY THEY WERE NOT SELECTED:

WERE OTHER COMMERCIAL LOCATIONS CONSIDERED? YES ☐ NO ☐ WHY NOT?

WAS MOST COST-EFFECTIVE LOCATION SELECTED? YES ☐ NO ☐ WHY NOT?

IF CONTRACTING FOR COMMERCIAL FACILITIES, LIST COMMERCIAL ALTERNATIVES AND DATA USED IN SELECTION PROCESS:

Reverse side of AMC Form 2765, JUL 99

CONFERENCE SPONSOR CHECKLIST
(AMC-R 1-12)

	YE	NO
1. Has this conference been scheduled, costed, and budgeted 1 year in advance? If not, explain	☐	☐
2. Have alternatives such as teleconferencing, written communications, etc., been explored?	☐	☐
3. Can the conference be rescheduled to take advantage of off-season rates?	☐	☐
4. Has the use of Government facilities been explored?	☐	☐
5. Has contracting for group-rate meals and rooms been explored?	☐	☐
6. If using commercial facilities, have sound procurement practices and appropriate regulations been followed?	☐	☐
7. Will information on Government contracted costs for services to attendees be provided for inclusion in travel orders/vouchers?	☐	☐
8. Will Government contracted costs be reported to the appropriate finance agency to prevent overpayment of conferences?	☐	☐
9. Have "Registration fees" been avoided?	☐	☐
10. Has the conference sponsor ensured that no social events are being paid for with Government funds?	☐	☐
11. Are the Commander's Discretionary funds being used?	☐	☐
12. Is the conference using mission or administrative funds?	☐	☐
13. Is the use of appropriated funds for logistical and funding support in compliance with regulatory requirements?	☐	☐
14. Are ethics requirements (DODD 5500.7) being strictly observed?	☐	☐
15. Have participants been limited to those with mission-essential interest minimizing the number of observers and support personnel?	☐	☐
16. Have representatives of industry or business been chosen without favoring one company over another?	☐	☐
17. Have invited guest speakers been chosen with propriety and have all necessary arrangements been made?	☐	☐
18. Does the conference have the appearance of any impropriety?	☐	☐
19. If using commercial facilities in LSP regions, has the LSP CRC been contacted to determine the availability of LSP Lodging and conference facility accommodations?	☐	☐
20. Is the use of rental vehicles/military vehicles in accordance with the Joint Travel Regulations?	☐	☐
21. If using commercial facilities in the LSP, was the least expensive LSP facility used?	☐	☐
22. Has the security classification for the conference been determined?	☐	☐
23. If classified, have all security arrangements been made with the supporting security office to ensure security with the appropriate regulation	☐	☐
24. Have the costs for publishing conference reports, directed actions, etc., been minimized?	☐	☐
25. Has a thorough legal review been conducted of all conference activities?	☐	☐
26. Are all costs connected with the conference identified and readily auditable?	☐	☐
27. Has the conference been approved by the appropriate approving authority?	☐	☐

CONFERENCE SPONSOR: DATE:

AMC FORM 2766-R-E
JUL 99

Previous edition of this form is obsolete.

APPENDIX C

REQUESTING APPROVAL TO CONTRACT FOR SHORT-TERM CONFERENCE FACILITIES IN THE NATIONAL CAPITAL REGION

1. The following information is required for requesting approval to contract for short-term conference facilities:

a. Name and proposed date(s) of the conference.

b. Total number of participants anticipated and, if applicable, the number expected to arrive from outside the local commuting area requiring overnight accommodations.

c. Statement that availability of Government conference facilities was checked before requesting commercial facilities.

d. Cost comparison of three different commercial facilities.

e. Justification/reason for selection of specific facility (i.e., cost availability, location, size or configuration of meeting room(s), services to be provided, etc.).

f. A completed DD Form 1262 (Administrative Service Request) with applicable fund cite.

2. The above information should be submitted at least 40 days prior to the scheduled date of the proposed conference as a memorandum addressed as follows:

MEMORANDUM THRU

Deputy Chief of Staff for Engineering, Housing, Environment, and Installation Logistics, U.S. Army Materiel Command, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001

Director, Space and Building Management Service - Washington, Pentagon, Washington, D.C. 20310-1155

FOR Director for Acquisitions, Defense Supply Service-Washington, Washington, D.C. 20310

APPENDIX D

HELPFUL HINTS FOR THE SPONSOR

When planning a conference, you must:

1. Minimize all conference costs, including administrative costs, conference attendees' travel costs, and conference attendees' time costs.

2. Maximize the use of Government-owned or Government provided conference facilities as much as possible.

3. 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).

4. Develop and establish internal policies to ensure these standards are met.

What costs should be considered when planning a conference?

1. When planning a conference you should consider all direct and indirect conference costs paid by the Government, whether paid directly or indirectly 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.

   i. Employees' time at the conference and in route travel.

What can I do to determine which conference expenditures result in the greatest advantage to the Government? To determine conference expenditures you must:

1. Assure there are comparisons of the size, scope, and location of the proposed conference.

2. Always do cost comparisons of the size, scope, and location of the proposed conference.

3. Determine if a Government facility is available at a cheaper rate than a commercial facility.

4. Consider alternatives to a conference; e.g., video-teleconferencing.

5. Maintain written documentation of the alternatives considered and the selection rationale used (30 or more attendees).

What should cost comparisons include?

1. Adequacy of lodging rooms at the established per diem rates.

2. Convenience of the conference location.

3. Fees.

4. The availability of meeting space, equipment, supplies, and commuting or travel distance of attendees.

How should I 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 selected. In determining the best site in the interest of the Government, you should exercise strict fiscal responsibility to minimize costs. Cost comparisons must cover factors. As part of the cost comparison you must use the established per diem rate for the locations for which you are comparing costs.

What can I do if we cannot find an appropriate conference facility at the chosen locality per diem rate?

While it is always desirable to obtain lodging facilities within the established lodging portion of the per diem rate for the chosen locality, it may not always be possible. In negotiating lodging rates with the properties in the chosen location, you may exceed the established lodging portion of the per diem rate by up

to 25 percent using the Conference Lodging Allowance. This will provide flexibility in selecting an appropriate property at the most advantageous location.

Requirements for attendance, sponsoring or funding a conference at a place of public accommodations:

1. An official designated through the Secretarial Process must authorize attendance at a conference (at HQAMC the Chief of Staff).

2. Sponsoring or funding a conference by a DOD component at a place of public accommodations must be authorized by an official designated through the Secretarial Process (at HQAMC the Chief of Staff).

3. When sponsoring or funding a conference, in whole or in part, at a place of public accommodations in the United States, FEMA-approved accommodations must be used, unless the official designated through the Secretarial Process for authorizing the sponsoring/funding of a conference makes a written determination on an individual case basis that a waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

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.

Can the Conference Lodging Allowance be used with an Actual Expense Allowance?

No, you can only use one reimbursement method per day.

Can the sponsor provide light refreshments?

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.

Can conference administrative costs be included in the employee's per diem allowance payment for attendance at a conference?

No, per diem is intended only to reimburse the attendee's subsistence expenses. A conference registration fee should be paid separately, either directly or by reimbursing employees who pay such expenses.

Are there any special requirements for sponsoring or funding a conference at a hotel, motel, or other place of public accommodations?

Yes, when you sponsor or fund, in whole or in part, a conference at a place of public accommodation in the United States, you must use an approved accommodation. 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.

May the above requirement be waived?

Yes, agencies will make a written determination on an individual basis that a waiver of the requirement to use approved accommodations is necessary in the public interest for a particular event.

What special rules apply when a conference is held in the District of Columbia?

1. The sponsor may not directly procure lodging facilities in the District of Columbia without specific authorization and appropriation from Congress.

2. Any short-term conference meeting space you obtain in the District of Columbia must be procured under CFR 101-17.101-4.

What policies and procedures must be established to govern the selection of conference attendees?

1. Limit your agency's representation to the minimum number of attendees determined by a senior official necessary to accomplish your agency's mission.

2. Consider travel expenses when selecting attendees.

What records must be maintained 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, maintain records/documents, and make available for inspection by the office of the Inspector General or other interested parties.