



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

29 October 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 116-15(E) – Conference Registration Fee

1. SYNOPSIS: Clarifies that a Conference Registration Fee is a reimbursable travel expense and a Registration Fee for a training course is a mission expense.
2. These changes are scheduled to appear in the JTR, dated 1 December 2015.
3. This determination is *effective on 28 October 2015*.
4. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

//Approved//

TONIA BOCK

Chief, Strategic Planning and Policy Division

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:

CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

JTR REVISIONS

2310:

A. *****

*B. Advance Payment Information

1. **Uniformed Members Only**. Additional information on advance payment of allowances is located as follows:

*a. Discounted Conference Registration Fee (App R2-H);

b. *****

2. **Civilian Employees Only**. Additional information on advance payment of allowances is located as follows:

*a. Discounted Conference Registration Fee (App R2-H);

b. *****

2830:

Communication Services (Effective 1 October 2014) *****

*Conference Registration Fees

1. Conference registration fee reimbursement is authorized/approved when the fee is a condition for attendance.
2. When the registration fee includes the cost of meals, per diem is computed under par. 4205.
3. Registration fees for training courses are considered mission expenses vice travel expenses.

Conveyance Costs. *****

Military Working Dog (MWD) Expenses *****

Mission Related Expenses

1. Mission related expenses are not reimbursable as travel expenses.
2. Mission related expenses include, but are not limited to:
 - a. - k. *****
 - l. Workout room/gym fee;
 - *m. Registration fees for training courses: and
 - *n. Similar items.

3. *****

Nonrefundable Room Deposits; Forfeited Rental Deposits/Prepaid Rent; and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. *****

Registered Traveler Membership Fee *****

***Registration Fee.** Registration fee reimbursement is not authorized/approved when the fee is for training. See Conference Registration Fee.

Resort Fees. *****

4050-D:

*D. **Meeting and Convention.** When a meeting/conference is arranged and reduced cost lodging accommodations are prearranged at the meeting/conference site, the Component sponsoring the meeting/conference must recommend a reasonable per diem rate to the participating agencies/components. See App R regarding attendance at a meeting and conference registration fees.

4340-E:

E. **Itemization**

*1. **Required.** When an AEA includes M&IE, a detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (e.g., taxicab fares and conference registration fees), must be submitted for AEA reimbursement.

2. *****

4955-B2:

A. **General.** *****

B. **In the PDS Area**

1. *****

2. **Unauthorized Reimbursement.** Per diem/AEA is not payable when an employee is authorized:

a. Transportation reimbursement to and from the training location in par. 4955-B1a; or

b. Common carrier transportation in par. 4955-B1b,

*c. Payment of conference registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS *may not be paid as travel and transportation allowances.*

except as provided in par. 4920-C.

C. Conference/Training at the PDS as Training Expenses

*1. Payment of conference registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS *may not be paid as travel and transportation allowances*.

2. Training cost:

a. Payment authority at the PDS is in:

(1) [10 USC §2013](#); [5 USC §4109](#); [42 USC §218a](#); and

(2) [14 USC §469](#); and

b. Must be integral to the training ([39 Comp. Gen. 119 \(1959\)](#)); and ([B-244473, 13 January 1992](#)).

*3. When training events require subsistence costs at the PDS, payment authority is made through training and/or comptroller personnel using the above legal authority.

4. *This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.*

***7345 CONFERENCE REGISTRATION FEES**

See App R2, par. E.

APP A:

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under [5 CFR §410.404](#). Does not include regularly scheduled courses of instruction conducted at a Gov't/commercial training facility.

***CONFERENCE REGISTRATION FEE.** A fee required for conference attendance.

CONSECUTIVE OVERSEAS TOUR (COT) (Members Only). *****

REDUCED PER DIEM. *****

***REGISTRATION FEE.** A fee to register for training courses. *This is considered a mission expense and not a travel and transportation allowance. These regulations are not the authority for the payment.*

RELOCATION SERVICE COMPANY (RSC). *****

APP G:

Birth certificate	X	X	X	X
Carrier terminal fees	X	X	X	X
Computer internet connections		X		X
* Conference Registration Fee		X		X
Conveyance costs to and from the transportation terminal	X	X	X	X

POC use on TDY		X		X
*				
Rental vehicle reimbursable expenses		X		X

APP I-4:

A. TDY Travel

1. *****
2. *****

***Item 16. REMARKS**--This space is for special authorities, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, conference registration fees, etc. The following statement may or must be use as appropriate to the official travel.

a. – g. *****

*h. Conference Registration Fee -- Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee (App R2, par. E) if a registration fee is authorized.

i. *****

APP R1:

D. Definitions

1. **Conference:** *****
2. **Conference costs:** All costs paid by the Gov't for a conference, whether paid directly or reimbursed by a Uniformed Service or DoD Agency. See par. F. Examples include:
 - a. – c. *****
 - d. ***Conference registration fees (with or without furnished meals other than refreshment/snacks),**
 - e. – g. *****
3. **Site:** *****

E. *****

F. Cost Considerations. *****

1. – 6. *****

*7. **Conference Registration fees,**

8. – 9. *****

H. – M. *****

N. Conference M&IE Rate

1. **Light Refreshments.** *****

*2. **Meals Included in Conference Registration Fee.** When the Gov't furnishes one or two meals at nominal or no cost, or includes them in the conference registration fee, the proportional meal rate applies to Uniformed Service members and DoD civilian employees for each day meals are furnished. See APP R, Part 2, item J for PMR computation examples. Since the AO may authorize the PMR or locality meal rate when the traveler is unable to eat the deductible meal due to medical requirements or religious beliefs (see par. 4205), every effort should be made to accommodate the traveler's requirements.

O. Guidance for Conference Planning. *****

APP R2:

*E. Conference Registration Fees and Reimbursable Expenses

*1. When Travel Is Involved. Conference registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the conference registration fee (see par. 4205). Information should be included on the travel order as to whether or not the conference registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the conference registration fee includes lodgings without charge, only the appropriate applicable [PMR](#) or TDY locality [M&IE rate](#) is paid.

*2. When No Travel Is Involved. The conference registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel order is not issued.

*3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DoD Agency. The cost of each meal, whether included in a conference registration fee or contracted for separately, at a Uniformed Service or DoD Agency sponsored conference/meeting must be identified. The total amount paid by the Gov't for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Ch 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Reimbursable Expenses. *****

*5. Conferences/Training at the PDS. Payment of conference registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training ([39 Comp. Gen. 119 \(1959\)](#); and [B-244473, 13 January 1992](#)). When training events require subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. *****

G. Entertainment Expenses. *****

*H. Advance Payment of Discounted Conference Registration Fee ([FTR §301–74.25](#))

*1. General. It is a general practice for conference planners to offer discounted “early bird” conference registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written order to register early, charge the conference registration fee to the GTCC IBA, and claim reimbursement for the discounted conference registration fee as soon as a written order to attend the conference has been generated. When the authority to register early is oral, the written order must reference the oral authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees (e.g., Gov’t purchase card (not a GTCC)).

*2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from [FTR §301–74.26](#)). In any case in which a traveler is unable to attend an event for which a discounted conference registration fee was paid and reimbursed in advance of the event, the traveler must seek a conference registration fee refund and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler’s failure to attend the event was caused either by a decision of the Service concerned or for a reason beyond the traveler’s control that is acceptable to the Service concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler’s failure to attend the scheduled event is due to a reason deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.***

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The following pages are the same policy preceding this page but showing tracked changes.



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POC use on TDY		X		X
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