

PART 301-74–CONFERENCE PLANNING

Sec.

- 301-74.8 Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?
- 301-74.9 Who has the authority to authorize a conference lodging allowance for a non-Government sponsored conference?
- 301-74.11(a) When can we authorize light refreshments at a conference?
- 301-74.11(b) How do we pay for light refreshments at a conference?

301-74.8 Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?

Officials listed in *NTR, Chapter 301-2.5*
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Director, National Sea Grant College Program, OAR
Director, National Undersea Research Program, OAR
Director, Office of Global Programs, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS

301-74.9 Who has the authority to authorize a conference lodging allowance for a non-Government sponsored conference?

The authorizing official who authorized the travel authorization.

301-74.11(a) When can we provide light refreshments at a conference?

Light refreshments can only be provided for attendees in a temporary duty status.

301-74.11(b) How do we pay for light refreshments at a conference?

Light refreshments can be procured by either the Citibank purchase card, or convenience checks, but cannot be purchased on the individual Citibank Government travel card. Please contact your servicing procurement office for further information on how to procure light refreshments for a conference.