

Subject: Conference Registration Fee – Advance Claims

Ref: Joint Travel Regulations, MAR 2024, Chapter 0302 CONFERENCES (NOT FOR TRAINING), pg. 3A-1 thru 3A-3

<https://media.defense.gov/2022/Jan/04/2002917147/-1/-1/1/JTR.PDF>

## **0302 CONFERENCES (NOT FOR TRAINING)**

See section 0321 for allowances available to a traveler who attends a conference for training purposes.

### **030201. Conference Attendance and Participation**

#### **C. Reimbursement**

1. A conference registration fee may be reimbursed when attendance is authorized for a conference in the local area that is not held at the PDS does not involve travel, per diem, or a travel authorization.
2. Charges or fees for light refreshments or snacks are reimbursable only when included as part of the conference registration fee. However, when the only purpose for a registration fee is to provide light snacks or refreshments, it is not reimbursable. Note: Conference registration fees, meals, lodging, travel, or other expenses required for conferences or training at the PDS cannot be paid as travel allowances per 37 U.S.C. §474. Authority to pay related training costs at the PDS is in 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218(a) and 14 U.S.C. §469.
3. Entertainment expenses for social events, such as ice breakers, and other personal expenses not directly required by official duties are not reimbursable.

**D. Funds Advance. Advance payment of discounted conference registration fees** (FTR §30174.23) is a common practice when conference planners offer discounted “early bird” registration fees, which are available in the months before the conference begins. **If an individually billed Government Travel Charge Card (GTCC) is used to take advantage of such specials, a traveler should receive a verbal or written authorization to register early and charge the conference registration fee to the GTCC. A written authorization to attend the conference is required to claim reimbursement for the discounted conference registration fee as soon as a written order is generated.** When the authority to register early is verbal, the written authorization must reference the verbal authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees, such as a Government Purchase Card.