

PART 301-74–CONFERENCE PLANNING

Sec.

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

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

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

Light refreshments may be provided to federal employees and invitational travelers attending a conference as long as they are in a temporary duty (TDY) status. See Memorandum to All NOAA Offices dated February 28, 2003:
<http://www.corporateservices.noaa.gov/~finance/SI.light%20refreshments.jpg>

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

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