

Additional Guidance

- Travel cost cannot be incurred for conferences – including deposits, non-refundable travel registrations, and registration fees – until these approvals have been first obtained.
- Unrecoverable costs are not to be incurred until full approval has been granted.
- Once conference attendance has been approved, it is important to note that the conference has only been approved pursuant to the parameters (number of attendees, estimated costs) set forth in the conference request.
- Conference activities, particularly training activities that are not included in the exemptions listed are encouraged to be held at Government and contractor facilities whenever possible.

Minimize Expenses

To ensure that the Department of Energy's spending on conference related activities is limited to that which is appropriate, necessary and managed in a manner that minimizes expenses carefully review attendance and cost.

- Limit attendance to only those necessary
- Select Federal venue when possible and available
- Carpool
- Take public transportation
- Register early
- Book travel as soon as approval is obtained
- Where possible, carry audiovisual equipment rather than rent
- Federal Funds should be used solely for the purposes that are appropriate, cost-effective and important to the core mission of the Department of Energy.