

Conference Approvals

Approvals are required for both DOE sponsored as well as those not sponsored by DOE.

- Net expenses to DOE exceeding \$100,000 but are less than \$500,000 require Deputy Secretary's approval.
- Net expenses of more than \$500,000 for a single conference are prohibited unless a Secretarial waiver is first obtained.
- Approval for conference attendance will be facilitated by the Fermilab Travel Office.
- You are required to report all planned attendance to a conference regardless of the number of attendees at least 70 days before the start date of the conference.
- DOE has set a minimum lock-out date at 60 days. This lock-out date will never be less than 60 days in order to facilitate appropriate approvals.
- In some cases, DOE can set the lock-out date earlier than 60 days based on benchmarks like the date for abstract submittals, the date by which foreign travel visas are needed and the date by which less expensive travel arrangements can be made. Sufficient review and approval time must be included to ensure attendees can take advantage of early registration discounts.
- **After the lock-date has passed, no additional DOE-funded attendees or DOE cost can be proposed or incurred.**