



Marketing and Regulatory Programs Event Review and Determination Request

Agency: _____ Program: _____ Action date: _____

Event Name: _____ TSC POC: _____

Event Date (s): _____

Event Location: _____ Estimated costs (excluding salary and benefits): _____

Estimated Number of Attendees Paid by Agency: _____

1. Event Status: Reviewed Returned (requires higher level approvals)

This event qualifies as non-conference mission (operational) related travel, which is travel to attend a meeting to discuss general agency operations, perform managerial activities, review status reports, or discuss topics of general interest.

How does this event support the agency's mission? _____

Travelers attending this event will select **MISSION OPERATIONAL** from the GovTrip "Trip Purpose" drop down menu when they prepare the travel authorization. Please refer to Section 2 for next steps.

This event qualifies as non-conference training in compliance with 5 U.S.C. Chapter 41 and the FTR Appendix C to Section 301. "Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility." 5 USC 4101 (4) states that "training means the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject system or routine of trade clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals."

Travelers attending this event will select **TRAINING** from the GovTrip "Trip Purpose" drop down menu when they prepare the travel authorization. Please refer to Section 2 for next steps.

This event meets the definition of a conference. Please refer to Section 2 for next steps.

2. Approvals:

- No Further Agency Level Event Approval is required.** However, this event is subject to approval according to your program’s internal procedures. Also, approved travel authorizations for the individual trips are required. This event is non-conference mission or non-conference training and is estimated to cost less than \$50,000. Please see Section 4 below.
- This event requires the approval of the Administrator.** The event is non-conference mission or non-conference training and is estimated to cost more than \$50,000. Please submit the documents which are checked below in Section 3 to TSC. The documentation and request for approval must have completed all program requirements and be received by TSC no less than 15 days in advance of your event to guarantee timely approval. Also, see section 4 below.
- The Administrator must approve conferences up to \$39,999.** The documentation and request for approval must have completed all program requirements and be received by TSC no less than 15 days in advance of the conference to guarantee timely approval.
- The Under Secretary must approve conferences from \$40,000 to \$74,999.** The documentation and request must have completed all program requirements and received by TSC 45 days in advance of the conference to guarantee timely approval.
- The Deputy Secretary must approve conferences exceeding \$75,000** (routed through OCFO for review and pre-approval). The request must have completed all program requirements and received by TSC 75 days in advance of the conference to guarantee timely approval.

**Notes: 1/Conferences over \$450,000 require a written waiver from the Secretary.
2/Please contact TSC for assistance regarding a situation not described above.**

3. Documents: The information checked below is required.

- Decision Memo**
- Conference Request Template**
- Agenda**
- Location Comparison of 3 Sites** (Required for agency hosted events only when less than 50% of the attendees are stationed outside of the event location)
- Contract Award** (Agency hosted events only)

Additional comments: _____

4. Document retention and review: Please keep this documentation with all documents; procurement, travel, etc. in a file for 6 years and 3 months to be available for data calls, reviews and audits.

Marianne Plaus
GIPSA SATO

Date
 Conference **Mission** **Training**