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| **From:** | President, USU |
| **To:** | USU-ALL |
| **Subject:** | Conference Guidance to USU Community |
| **Date:** | Friday, November 02, 2012 11:10:42 AM |
| **Attachments:** | OSD Memo-Implementation of Conference Oversight Requirements and Delegation of Conference Approval Authority-29Sep12.pdf<br>Conference Attendance Approval Request Form-Ver3-26Oct12.docx |

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Dear USU Community:

On 29 September 2012 the Deputy Secretary of Defense issued new guidance related to conference sponsorship, attendance, and approval authorities. This guidance will necessitate several changes in University procedures.

For USU-sponsored conference procedures the most significant change is that the exemption for using commercial training locations for recurring educational events is removed. Any educational activity not occurring in Federal space, or any educational activity where the total cost of the event plus the travel/lodging/per diem of all Federal participants exceeds $100,000, requires approval at levels outside the University and they require at least 90 days lead time. Ms. Scherr is still our conference coordination action officer and Dr. Smith is still the Responsible Official. Therefore please contact Ms. Scherr as soon as you know you intend to host a meeting or other educational event, but no later than 120 days in advance.

In addition to USU-sponsored conferences, the new guidance also requires USD(P&R) approval of DoD employee attendance at DoD sponsored conferences and all non DoD sponsored conferences. While we have requested authority to approve attendance at conferences, that authority has not yet been granted. Admittedly our travel ceiling has already reduced conference and academic meeting travel to almost zero, but this is a further constraint. ***EVEN IF YOU ARE TRAVELLING ON NON O&M FUNDS OR SOMEONE ELSE'S MONEY, IF YOU ARE ATTENDING A MEETING CLASSIFIED AS A CONFERENCE AND YOU ARE NOT ON LEAVE, THE TRAVEL IS OFFICIAL CONFERENCE TRAVEL AND MUST BE APPROVED.*** Travel on leave, paid by outside sources, is still subject to ethics review in the OGC, but does not require extramural approval. As a reminder, a conference as currently interpreted is generally a meeting that involves travel. Detailed guidance from the Deputy Secretary of Defense's memo is at attachment 1. We must report all conference related travel on a quarterly basis. Thus, attachment 2 is a form to submit through your chain of command for requesting approval. The internal approval procedures require the following steps:

1) Load all the travel information in DTS.

2) Print out the unapproved DTS travel request and attach it to the form.

3) Forward the completed form through your supervisor at least 100 days prior to

intended travel.

No one in the University may hold a travel request more than 2 business days! If you cannot, in good faith, forward a request, then return it to the originator as denied.

We do not currently have adequate travel ceiling so travel on University O&M funds is currently restricted to mission critical travel.

If you have questions about this policy, please contact Ms. Scherr for administration issues or Dr. Smith for policy questions.

Charles L. Rice, MD

President

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