Conference Approval Requirements Matrix

A Mandatory Reference for ADS Chapter 580

CONFERENCE TYPE	APPROVAL REQUIREMENT					
	Exempt	Required to register in eCTAS	Assistant Administrator for Management (AA/M)	Assistant to the Administrator for Policy, Planning, and Learning (AtA/PPL)	Deputy Administrator (DA/AID)	Administrator (A/AID)
USAID SPONSORED EVENTS						
− 10 or more USAID employees in travel status will attend and the event does not meet the "Mission" exemption below.	No	Yes (Recommend registering the event in eCTAS at least 120-days prior)	$100,000 or less	The AtA/PPL must approve conferences co-sponsored with multilateral organizations.	Greater than $100,000 up to $500,000	Over $500,000 (Waiver Required)
− The cost of the conference will exceed $100,000 (includes events where no travel is involved).	No	Yes (Recommend registering the event in eCTAS at least 120-days prior)	$100,000 or less		Greater than $100,000 up to $500,000	Over $500,000 (Waiver Required)
− Meetings among USAID staff (*e.g.*, retreats) when fewer than 10 employees will be in travel status and the cost is under $100,000.	Yes	No	-	-	-	-
− Travel and light refreshments are the only direct costs associated with the event and the purpose falls under "Mission" as defined in the Appendix C of Chapter 301 of the Federal Travel Regulations (*i.e.* meetings to discuss USAID's programs and operations or to perform operational or managerial activities).	Yes	No	--	-	--	--
− Conference is completely funded under a grant or cooperative agreement (non-grant expenditures associated with the conference, *e.g.*, travel for USAID employees are not excluded if attendance and funding level otherwise meet the criteria in Chapter 580 of the Automated Directives System).	Yes	No	-	-	-	-
− Training events funded and scheduled by the Center for Professional Development in the Office of Human Capital and Talent Management.	Yes	No	-	-	-	-

APPROVAL REQUIREMENTS - USAID CONFERENCE POLICY

APPROVAL REQUIREMENTS - USAID CONFERENCE POLICY

CONFERENCE TYPE	APPROVAL REQUIREMENT					
	Exempt	Required to register in eCTAS	Assistant Administrator for Management (AA/M)	Assistant to the Administrator for Policy, Planning, and Learning (AtA/PPL)	Deputy Administrator (DA/AID)	Administrator (A/AID)
− Instructor-led courses conducted at an Agency training facility (*e.g.*, the Washington Learning Center, Regional Training Centers), commercial training facility or other venue if training facility is not available.	Yes	No	-	-	-	-
− Conferences where there is no cost to the Agency.	Yes	No	-	-	-	-
EXTERNALLY SPONSORED EVENTS (See below for multilateral events)						
− Five (5) or more USAID employees will incur travel costs to attend the event. **ALL** USAID employees incurring travel costs must enter a request in eCTAS at least 30 days prior to the start date of the event or the early-bird discount registration deadline. M monitors registration Agency-wide. Employees will be notified to proceed if the threshold is not reached.	NO	YES	$100,000 or less	-	Greater than $100,000 up to $500,000-	Over $500,000 (Waiver Required)
− Employee participation in conferences when there is no cost to the Agency (*e.g.*, funded by another Department or Agency).	YES	NO	-	-	-	-
− Employee participation in conferences when no travel is involved.	YES	NO	-	-	-	-
− Regularly scheduled instructor-led courses conducted at a U.S. Government or commercial training facility.	YES	NO	-	-	-	-
MULTILATERAL CONFERENCES / MEETINGS (The Office of Development Cooperation (PPL/DC) within the Bureau for Policy, Planning, and Learning processes and approves multilateral requests through multilateral.travel@usaid.gov.)						
− Operational and technical meetings/conferences when no travel is involved.	YES, except for meetings/ conferences hosted or sponsored by the World	NO	-	YES, for meetings/ conferences hosted or sponsored by the WHO	-	

APPROVAL REQUIREMENTS - USAID CONFERENCE POLICY						
	APPROVAL REQUIREMENT					
CONFERENCE TYPE	**Exempt**	**Required to register in eCTAS**	**Assistant Administrator for Management (AA/M)**	**Assistant to the Administrator for Policy, Planning, and Learning (AtA/PPL)**	**Deputy Administrator (DA/AID)**	**Administrator (A/AID)**
	Health Organization (WHO)					
− Operational and technical meetings/conferences that require travel.	NO	When five or more employees incur travel costs to participate.	-	YES	-	-
− High-level policy meetings/conferences regardless of whether travel is involved.	NO					
OTHER						
− Routine meetings with partners when fewer than 10 employees are in travel status and the cost is under $100,000.	YES	NO	--	--	--	--

580sac_081920