

d. In most cases, honorariums and fees for speakers are limited to \$2,000 a speaker. Refer to DoD 7000.14-R (DoD Financial Management Regulation), Volume 10, chapter 12, paragraph 1208 (Payments of Fees for Guest Speakers, Lecturers, and Panelists) for specific guidance on speaker fees.

e. As a general rule, appropriated or nonappropriated funds are not authorized for refreshments. While serving light refreshments to conference attendees might be common business practice in private industry, and the JFTR/JTR authorizes light refreshments under very rare circumstances, Army policy is that appropriated or nonappropriated funds are not authorized to pay for light refreshments at Army-hosted conferences. Attendees may purchase refreshments at personal expense, which will not be reimbursable to the traveler by the Government. In some extenuating circumstances, a commercial facility may provide refreshments when such costs are both non-segregable from the cost of the facility rental (the cost of the rental is a fixed fee, which includes refreshments at no additional cost to the Government) and nonnegotiable (the facility will not negotiate to reduce the cost of the facility to the Government); however, this situation is rare. Non-segregable and nonnegotiable refreshments must be specifically addressed in the written legal review submitted with the conference request. Further, by signing the conference request, the signing official is attesting to the fact that the refreshments are truly non-segregable and nonnegotiable.

f. Lodging and meals will not be authorized or provided at government expense to local attendees (those not in TDY status). This restriction does not authorize selecting a location outside the local commuting area solely to provide Government-furnished lodging and meals.

(1) If meals are provided for personnel in a TDY status, the command or organization sponsoring the conference must identify the cost of each meal, whether included in a registration fee or contracted for separately; ensure that the appropriate proportional meal rate (PMR) is used; and issue a notice to all attendees to ensure that they correctly annotate travel vouchers. The cost of meals the Government provides must not exceed the per diem for that location. If a PMR is authorized, the cost of meals the Government provides plus the PMR must not exceed the per diem for that location. Examples are in enclosure 4.

(2) Special consideration should be taken when attendees include both local attendees and those in TDY status. Meal breaks should be given to allow both local attendees and travelers the opportunity to purchase meals, or local attendees may be offered the opportunity to personally purchase nonreimbursable meals being provided to travelers.

g. The JFTR/JTR specify the criteria under which an actual expense allowance (AEA) may be authorized. The competitive site selection process based on the JFTR/JTR should prevent the need for AEA except in very rare cases. If AEA is