

NORTHERN PLAINS AREA
Policy Memorandum

DATE:	March 14, 2008
SUBJECT:	Paying Registration Fees which Include Lodging
NUMBER:	PM-05-007
EFFECTIVE DATE:	Immediately Until Replaced or Superseded (Replaces PM-05-007 dated September 13, 2005)

1. Purpose

ARS employees quite often attend conferences, meetings and training courses in which lodging or other travel related expenses are included as part of the registration fee. If lodging can be separated from registration fee, the lodging should be paid using the employee's travel card. We know that the travel card cannot be used for registration fees and the purchase card cannot be used for travel related expenses, so the question is "What is the legal and correct way to pay these expenses when they cannot be separated?"

2. Policy Memoranda

The Acquisition and Property Division Policy Branch at HQ has determined that the above statement, concerning use of the purchase card and travel card, is true as long as they are stand alone transactions. When they are mixed we came up with the following guidance:

1. If the lodging, meals or other travel related expenses are "part and parcel" of the registration fee, or if they must be paid at the same time as the registration fee as a single transaction and/or the sponsoring organization will not accept the travel card, they can and should be paid via the purchase card.
 - i.e. The Western Management Development Center in Denver offers a three week management training course for a fee of \$3,500. Included in that fee are meals and lodging. You must stay at the place where the training is taking place and the meals are served as part of the training program and are not broken out separately. It is correct to put the entire \$3,500 fee on the purchase card as the meals and lodging are clearly "part and parcel" of the fee.

3. Applicability

All NPA Offices and Locations.

4. Point of Contact

For further information, please contact the Area Budget and Fiscal Office.

/s/
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