

## **SAM-TRAVEL**

### **CONVENTIONS, CONFERENCES, OR BUSINESS MEETINGS** (Revised 9/07)

**0724**

For a conference called by a State agency, no per diem expense will be allowed within 50 miles of an employee's headquarters. Exceptions may be given in advance by DPA. See SAM Section 0715. Registration fees for conferences/conventions are payable if the employee has prior approval to attend.

Travel Expense Claims that contain expenses incurred due to a conference, convention, or similar meeting must be countersigned by the agency head, or the deputy whose name has been forwarded to the Audits Division of the State Controller's Office (SCO) under the following circumstances. These circumstances are: when two or more agents, officers, or employees attend the same convention, or conference; or when the registration fee exceeds \$50.

Agencies will establish a procedure to enable verification and audit of travel expense claims for persons attending meetings of Boards, Commissions, Committees, etc., when claims are not approved by someone having personal knowledge of meeting attendance.