

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.305 06/01/04

MEETINGS AND CONFERENCES

1. PURPOSE

To provide guidance regarding the authority to attend meetings and conferences.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 4.305 dated 3/26/93.

3. POLICY

a. Scheduling. Scheduling authority for meetings and conferences will be delegated to the highest administrative level directly affected by the meeting in question. If a scheduled meeting, conference, and/or training session will cost APHIS more than \$25,000, approval must be obtained from the APHIS Administrator or his designee through the quarterly planning system. Participants must obtain an approved Form AD-202, Travel Authorization/Advance. Form AD-202M, Attachment for Multiple Travelers, is required for multiple travelers.

b. Participation at Conferences and Meetings. WS employees are encouraged to actively participate in their professional organizations, societies, meetings, and activities for the overall benefit of APHIS, to enhance their professionalism, to increase their knowledge and skills, and to present technical and scientific information.

Employees are encouraged to attend meetings related to APHIS/WS functions or activities which will contribute to improved operation, supervision, or management of Agency programs.

When several employees want to attend the same meeting, full and careful consideration will be given by Directors, State Directors, Research Program Managers, and Field Station Leaders to balance cumulative costs with anticipated benefits.

4. REFERENCE

Agricultural Travel Regulations, Part 301-16

Deputy Administrator

Distribution:

Originating Office:

