

## ORAU POLICY AND PROCEDURES

TR-105

August 9, 2001

### ATTACHMENT J-1

#### PROCEDURES – CONFERENCE PLANNING & MANAGEMENT

1. Conference organizer should check the OMA web site [<http://www.ma.doe.gov>] to ensure that the planned conference does not duplicate any other DOE sponsored or co-sponsored conference. See the link: [http://intraweb.ora.gov/Policies/General Policies/GP-1250.doc](http://intraweb.ora.gov/Policies/General%20Policies/GP-1250.doc)
2. Conference organizer will complete the Conference Sponsorship Approval Request form.
3. Conference organizer will e-mail the completed form or provide a hardcopy of the completed form to the Program, Department, or Technical Director.
4. The Director will forward the form via e-mail to Lois Chrisman or sign the hardcopy of the form and mail it to Lois Chrisman, MS-47.
5. Lois will obtain the appropriate approvals. (Senior Management and DOE, if necessary) If less than 30 DOE or Contracting Employees are traveling, Senior Management approval is required, if more than 30 Employees, DOE approval is required.
6. Lois will inform the conference organizer when the approvals have been obtained.
7. Travel Accounting will post the conference on the Office of Management and Administration (OMA) web-site once it is available.
8. Travel Accounting will maintain a central file of conference activities.

**\* Note: If the DOE Headquarters client has already completed documentation and obtained the proper approvals in support of DOE O 110.3, ask the client for a copy of the documentation. You do not need to complete the Conference Sponsorship Approval Request form and no further approvals are necessary. The documentation obtained from the client should be forwarded to Lois Chrisman, MS-47.**

#### PROCEDURES – CONFERENCE ATTENDANCE

1. Employee will complete the TAR and the Conference Information portion of the EZTravel form at least 45 days prior to the start date of the conference.
2. Employee will e-mail the TAR to the e-mail address, "Travel, On-site".
3. Employee will e-mail the TAR to the manager for review.
4. Manager will forward the TAR to the e-mail address, "EZTRAVEL".
5. Ann Neas will print the Conference Information form and send it to Kristen Jones.
6. Kristen Jones will compile a list of individuals attending the same conference and will send the list to Senior Management for approval.
7. If five or more employees will be attending the same conference, Senior Management will forward the list to the Program Director. Once the Program Director has approved, Senior Management will forward to the contracting officer at DOE for approval.
8. Senior Management will e-mail Travel Accounting (EZTRAVEL) and the Travel Office (Travel, On-Site) when approved.
9. Travel Accounting and the Travel Office will proceed with payment of registration fees and makes reservations. The Travel Office will send a confirmed itinerary to the traveler.
10. Kristen Jones will notify employees conference travel has been approved.
11. Kristen will maintain a central file of conference attendance.