



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
2050 WORTH ROAD, SUITE 37
FORT SAM HOUSTON, TEXAS 78234-6037

MCAA (715)

10 August 2000

MEMORANDUM FOR Chiefs, HCAA MEDCOM Contracting Offices

SUBJECT: Impact on Contracting by Joint Federal Travel
Regulation and Joint Travel Regulation Changes

1. References:

a. 41 Code of Federal Regulations Parts 301-11 (Per Diem Expenses) and 301-74 (Conference Planning).

b. Joint Federal Travel Regulation, Change Number 162, Vol 1, Part G.

c. Joint Travel Regulation, Change Number 416, Vol 2, Part S.

d. Message, Per Diem TVL and TRANS ALW COMTE, R311200Z Mar 00, subject: Update Conference Planning (Enclosure 1).

2. Effective 7 March 2000, a conference lodging allowance (CLA) was implemented that allows personnel attending government and non-government sponsored conferences to be reimbursed up to 25 percent above the established lodging portion of the per diem rate for the specific locality. The CLA is authorized based on obtaining the appropriate determination or authority as cited below. :

3. Government sponsored conferences.

a. The CLA approval authority is the government agency sponsoring the conference. Only a designated senior official of the sponsoring agency may determine the CLA is necessary and the conference lodging allowance rate. The sponsoring agency will determine who the senior official is. For example, the senior official for the Health Care Acquisition Activity is LTC Paul Michaels, Commander.

b. A memorandum from the conference coordinator sponsoring the conference stating the allowance applies must accompany

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the Travel Voucher (DD Form 1351-2) in order to be reimbursed the additional amount of per diem.

4. Contracting for a government sponsored conference can be impacted by allowing lodging rates negotiated to exceed the standard per diem rate for lodging for the specific location. However, before a contracting office can consider and apply the allowance (up to 25 percent), the government activity sponsoring the conference must provide to the contracting office a written determination that the conference lodging allowance is necessary and the allowance rate.

5. Non-government sponsored conferences.

a. The approval authority is the order-issuing official (Block 20, Travel Voucher, DD Form 1610) for the attendee.

b. Travel orders (DD Forms 1610) must include a statement that the CLA is authorized.

6. The referenced changes also allow government funds to be expended to pay for light refreshments, excluding alcoholic beverages. Light refreshments for morning, afternoon, or evening breaks include coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

7. The slides at Enclosure 2 may assist you in customer and employee education.

8. Our point of contact is Ms. Donna Parker, U.S. Army Medical Command Health Care Acquisition Activity, DSN 471-4093 or Commercial (210) 221-4093.

2 Encls



PAUL G. MICHAELS
LTC, MS
Commanding