United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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FINANCIAL MANAGEMENT MEMORANDUM 2009-037 (Vol. X.K) AUG 18 2009

To: Bureau Chief Finance Officers
Bureau Assistant Directors for Administration
Director, National Business Center

From: Daniel L. Fletcher,
Director, Office of Financial Management

Subject: Conference Planning – Prepayment of Registration Fee

Attached is a copy of pages 24597 and 24598, Federal Register, Volume 71, No. 80, dated Wednesday, April 26, 2006, which contains Federal Travel Regulation (FTR), Amendment 2006-02. This amendment is a final rule and amends the FTR, 41 CFR Parts 301-51 and 301-74, by clarifying that advance payment of discounted conference fees to attend a conference or training seminar may be treated as an allowable travel advance. The final rule also addresses situations when the traveler fails to attend the conference and identifies the circumstances when the registration fee must be collected from the traveler.

The General Services Administration (GSA) has added Section 301-74.25 to the FTR to encourage agencies to take advantage of early registration cost savings. Interior currently issues an integrated charge card to qualifying employees for travel, purchase, and fleet business lines. All training and conference registration fees are charged to the charge cards purchase business line. Interior's current process allows early registration savings. The current procedure accommodates internal controls ensuring approving official authorized attendance, relieving the attending employee of responsibility for early payment of charge card bill with multiple voucher submissions, and assists in reconciling registration fee paid with conference/training travel voucher. This process assists in meeting the performance metric for reduced delinquency rates, while earning rebates from the charge card vendor.

GSA also added Section 301-74.26 to the FTR addressing the procedures for registration fees paid in advance when the employee does not attend the conference/training. A registration fee refund must be requested when an employee fails to attend a conference. If a refund is not reimbursed, Interior must absorb the advanced payment if failure to attend the event was caused either by an Interior decision or for reasons beyond the employee's control that are acceptable to the approving official. If a refund is not reimbursed, and the employee's failure to attend the event is due to reasons deemed inexcusable by the approving official, the traveler must repay the agency for the prepaid registration fee.

If you have any questions regarding this information or if you require additional information, please contact Robert Smith (Robert_Smith @ios.doi.gov) on 202-208-5684.

Attachment

Replaces: FAM 2006-006

§ 301–13.3 What additional travel expenses may my agency pay under this part?

Your agency approving official may pay for any expenses deemed necessary by your agency to accommodate an employee with a special need including, but not limited to, the following expenses:

* * * * *

(e) Renting and/or transporting a wheelchair;

(f) Premium-class accommodations when necessary to accommodate your special need, under Subpart B of Part 301–10 of this subchapter; and

(g) Services of an attendant, when necessary, to accommodate your special need.

Note to § 301–13.3(g): For limits on the amount that may be paid to an attendant, other than travel expenses, see 5 U.S.C. 3102 and guidance at *http://www.opm.gov/disability/mngr 6–01–B.asp.*

PART 301–70—INTERNAL POLICY AND PROCEDURE REQUIREMENTS

■ 5. The authority citation for 41 CFR part 301–70 continues to read as follows:

Authority: Authority: 5 U.S.C. 5707; 40 U.S.C. 121(c); Sec. 2, Pub. L. 105–264, 112 Stat. 2350 (5 U.S.C. 5701 note), Office of Management and Budget Circular No. A–126, "Improving the Management and Use of Government Aircraft." Revised May 22, 1992.

■ 6. Revise section 301–70.400 to read as follows:

§ 301–70.400 How should we authorize and administer the payment of additional travel expenses for an employee with a disability or special need?

You should authorize and administer the payment to reasonably accommodate employee(s) with disabilities in accordance with the Rehabilitation Act of 1973, as amended (29 U.S.C. 701–796l) and 5 U.S.C. 3102 and Part 301–13 of this chapter. An employee with a special need should be treated the same as an employee with a disability. You must determine that additional travel expenses are necessary to accommodate the employee's needs.

[FR Doc. 06–3913 Filed 4–25–06; 8:45 am]

BILLING CODE 6820–14–S

GENERAL SERVICES ADMINISTRATION

41 CFR Parts 301–51 and 301–74

[FTR Amendment 2006–02; FTR Case 2006–302]

RIN 3090–AI23

Federal Travel Regulation; Conference Planning—Prepayment of Registration Fee

AGENCY: Office of Governmentwide Policy, General Services Administration (GSA).

ACTION: Final rule.

SUMMARY: This final rule amends the Federal Travel Regulation (FTR) by clarifying that advance payment of discounted conference fees may be treated as an allowable travel advance, and by adding a new section to allow for the reimbursement of the prepayment of "early bird" discounted registration fees to attend a conference or training seminar. This clarification is added to allow agencies to take advantage of discounted "early bird" registration discounts, thereby saving Government funds. The FTR and any corresponding documents may be accessed at GSA's website at *http://www.gsa.gov/ftr.*

EFFECTIVE DATE: This final rule is effective April 26, 2006.

FOR FURTHER INFORMATION CONTACT: The Regulatory Secretariat, Room 4035, GS Building, Washington, DC, 20405, (202) 208–7312, for information pertaining to status or publication schedules. For clarification of content, contact Umeki Thorne, Office of Governmentwide Policy, email *umeki.thorne@gsa.gov* or by telephone at (202) 208–7636. Please cite FTR Amendment 2006–02; FTR case 2006–302.

SUPPLEMENTARY INFORMATION:

A. Background

When planning a conference, it is a general practice to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. However, many travelers have expressed reluctance over taking advantage of such offers because of the belief that they cannot claim reimbursement until the conference is over, and they file their travel claims. To take advantage of such specials, agencies may authorize travelers to charge such fees to their individually billed Government sponsored travel cards. Accordingly, this final rule clarifies that authorized travelers are allowed to register early and claim reimbursement for the discounted registration fee as soon as their agencies have approved their attendance at the conference. This final rule also addresses the situations when the traveler fails to attend the conference and identifies the circumstances under which the traveler might have to repay the agency for the registration fee.

B. Executive Order 12886

This is not a significant regulatory action and, therefore, was not subject to review under Section 6(b) of Executive Order 12866, Regulatory Planning and Review, dated September 30, 1993. This final rule is not a major rule under 5 U.S.C. 804.

C. Regulatory Flexibility Act

This final rule is not required to be published in the **Federal Register** for notice and comment; therefore, the Regulatory Flexibility Act, 5 U.S.C. 601, *et seq.*, does not apply.

D. Paperwork Reduction Act

The Paperwork Reduction Act does not apply because the changes to the Federal Travel Regulation (FTR) do not impose recordkeeping or information collection requirements, or the collection of information from offerors, contractors, or members of the public which require the approval of the Office of Management and Budget (OMB) under 44 U.S.C. 3501, *et seq.*

E. Small Business Regulatory Enforcement Fairness Act

This final rule is also exempt from congressional review prescribed under 5 U.S.C. 801 since it relates solely to agency management and personnel.

List of Subjects in 41 CFR Parts 301–51 and 301–74

Government employees, Travel and transportation expenses.

Dated: March 7, 2006.

David L. Bibb,

Acting Administrator for General Services.

■ For the reasons set forth in the preamble, under 5 U.S.C. 5701–5709, the General Services Administration (GSA) amends 41 CFR parts 301–51 and 301–74 as set forth below:

PART 301–51—PAYING TRAVEL EXPENSES

■ 1. The authority citation for 41 CFR part 301–51 is revised to read as follows:

Authority: 5 U.S.C. 5707. Subpart A is issued under the authority of Sec. 2, Pub. L. 105—264, 112 Stat. 2350 (5 U.S.C. 5701 note); 40 U.S.C. 121(c).

§ 301–51.200 [Amended]

■ 2. Amend section 301–51.200, paragraph (b), column one, by adding ", advance payment of discounted conference registration fee" after "common carrier".

PART 301–74—CONFERENCE PLANNING

■ 3. The authority citation for 41 CFR part 301–74 continues to read as follows:

Authority: 5 U.S.C. 5707.

■ 4. Sections 301–74.25 and 301–74.26 are added to read as follows:

§ 301–74.25 May we reimburse travelers for an advanced payment of a conference or training registration fee?

Yes, you may reimburse travelers for an advanced discounted payment for a conference or training registration fee as soon as you have approved their travel to that event, and they submit a proper claim for the expenses incurred.

§ 301–74.26 What is the traveler required to do if he/she is unable to attend an event for which they were reimbursed for an advanced discounted payment of a conference or training registration fee?

In all cases where a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the agency with any refund received. If no refund is made, the agency must absorb the advanced payment if the traveler's failure to attend the event was caused either by an agency decision or for reasons beyond the employee's control that are acceptable to the agency, *e.g.*, unforeseen illness or emergency. If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed unexcusable by the agency, the traveler must repay the agency for the amount advanced.

[FR Doc. 06–3931 Filed 4–25–06; 8:45 am]

BILLING CODE 6820–14–S

FEDERAL COMMUNICATIONS COMMISSION

47 CFR Part 73

[DA 06–610; MB Docket No. 05–246, RM–11263, RM–11309]

Radio Broadcasting Services; Hallettsville, Meyersville, San Antonio, and Yoakum, TX

AGENCY: Federal Communications Commission.

ACTION: Final rule.

SUMMARY: In response to a *Notice of Proposed Rule Making*, this *Report and Order* allots Channel 261A to Meyersville, Texas, as a first competitive local aural transmission service. The coordinates for Channel 261A at Meyersville, Texas are 28–54–58 NL and 97–19–37 WL, with a site restriction of 2.0 kilometers (1.2 miles) southwest of Meyersville, Texas. Further, this *Report and Order* reclassifies Station KCYY(FM), San Antonio, Texas, from Channel 262C to Channel 262C0, in order to accommodate the allotment of Channel 261A to Meyersville. The *Report and Order* also denies a counterproposal filed by LaGrange Broadcasting Corporation requesting that Channel 261A be substituted for Channel 260A, Station KTXM(FM), Hallettsville, Texas, and reallotted to Yoakum, Texas, as a second local aural transmission service.

DATES: Effective May 1, 2006.

ADDRESSES: Federal Communications Commission, 445 Twelfth Street, SW., Washington, DC 20554.

FOR FURTHER INFORMATION CONTACT: R. Barthen Gorman, Media Bureau, (202) 418–2180.

SUPPLEMENTARY INFORMATION: This is a synopsis of the Commission's *Report and Order* in MB Docket No. 05–246, adopted March 15, 2006, and released March 17, 2006. The full text of this Commission decision is available for inspection and copying during normal business hours in the FCC's Reference Information Center at Portals II, 445 12th Street, SW., Room CY–A257, Washington, DC 20554. The document may also be purchased from the Commission's duplicating contractor, Best Copy and Printing, Inc., Portals II, 445 12th Street, SW., Room CY–B402, Washington, DC 20554, telephone 1–800–378–3160 or *http://www.BCPIWEB.com*. The Commission will send a copy of this *Report and Order* in a report to be sent to Congress and the Government Accountability Office pursuant to the Congressional Review Act, *see* 5 U.S.C. 801(a)(1)(A). In addition, the *Report and Order* makes an editorial change in the existing FM Table of Allotments under Texas by replacing Channel 225C, San Antonio, with Channel 225C1, San Antonio.

List of Subjects in 47 CFR Part 73

Radio, Radio broadcasting.

■ Part 73 of Title 47 of the Code of Federal Regulations is amended as follows:

PART 73—RADIO BROADCAST SERVICES

■ 1. The authority citation for part 73 reads as follows:

Authority: 47 U.S.C. 154, 303, 334, 336.

§ 73.202 [Amended]

■ 2. Section 73.202(b), the Table of FM Allotments under Texas, is amended by adding Meyersville, Channel 261A; by removing Channel 262C and Channel 225C and adding Channel 262C0 and Channel 225C1 at San Antonio.

Federal Communications Commission.

John A. Karousos,

Assistant Chief, Audio Division, Media Bureau.

[FR Doc. 06–3906 Filed 4–25–06; 8:45 am]

BILLING CODE 6712–01–P

FEDERAL COMMUNICATIONS COMMISSION

47 CFR Part 73

[DA 06–728; MB Docket No. 05–31; RM–11150]

Radio Broadcasting Services; Paint Rock, TX

AGENCY: Federal Communications Commission.

ACTION: Final rule.

SUMMARY: This document grants a petition filed by Charles Crawford requesting the allotment of Channel 296C3 at Paint Rock, Texas, as the community's first local aural transmission service. *See* **SUPPLEMENTARY INFORMATION.**

DATES: Effective May 15, 2006.

ADDRESSES: Federal Communications Commission, 445 Twelfth Street, SW., Washington, DC 20554.

FOR FURTHER INFORMATION CONTACT: Rolanda F. Smith, Media Bureau, (202) 418–2180.

SUPPLEMENTARY INFORMATION: This is a summary of the Commission's *Report and Order*, MB Docket No. 05–31, adopted March 29, 2006, and released March 31, 2006. The full text of this Commission decision is available for inspection and copying during normal business hours in the Commission's Reference Center 445 Twelfth Street, SW., Washington, DC 20554. The complete text of this decision may also be purchased from the Commission's duplicating contractor, Best Copy and Printing, Inc., 445 12th Street, SW., Room CY–B402, Washington, DC 20054, telephone 1–800–378–3160 or *http://www.BCPIWEB.com*. The Commission will send a copy of this *Report and*