

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.305 11/30/12

MEETINGS AND CONFERENCES

1. PURPOSE

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

2. REPLACEMENT HIGHLIGHTS

This directive replaces WS Directive 4.305 dated 10/11/12.

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. The procedures and required forms must be completed as instructed on the APHIS Travel Website at http://inside.aphis.usda.gov/mrpbs/travel/downloads/MRP_Interim_Procedures_on_Conference_Approvals.pdf

b. Approval. Any required approval forms can be obtained from a Program Federal Agency Travel Administrator (FATA).

c. 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 and State Directors to balance cumulative costs with anticipated benefits.

4. REFERENCES

Federal Travel Regulations: <http://www.gsa.gov/portal/content/104790>

Agricultural Travel Regulations:
http://inside.aphis.usda.gov/mrpbs/travel/downloads/ATRSMD2300_001.pdf

APHIS Travel Website:

[http://inside.aphis.usda.gov/mrpbs/travel/downloads/MRP Interim Procedures on Conference Approvals.pdf](http://inside.aphis.usda.gov/mrpbs/travel/downloads/MRP_Interim_Procedures_on_Conference_Approvals.pdf)

Travel Services Website:

<http://inside.aphis.usda.gov/mrpbs/travel.shtml>

A handwritten signature in cursive script that reads "William H. Clay". The signature is written in dark ink and is positioned above the printed name.

Deputy Administrator