Conference Approval Requirements Matrix

A Mandatory Reference for ADS Chapter 580

APPROVAL REQUIREMENTS FOR USAID CONFERENCES					
CONFERENCE TYPE	**APPROVAL REQUIREMENT**				
	Exempt	**Required to register in eCTAS**	**Assistant Administrator for Management (AA/M)**	**Deputy Administrator (DA/AID)**	**Administrator (A/AID)**
USAID SPONSORED EVENTS					
— No travel involved of USAID employees — Travel and light refreshments are the only direct costs associated with an event when the purpose falls under 'mission' as defined in the FTR Chapter 301 Appendix C (i.e. meetings to discuss USAID programs and operations or to perform operational or managerial activities). Please contact the Conference Management Team with any questions at eConference@usaid.gov.	YES	NO	--	--	--
— More than 20 USAID employees in attendance or costs over $100,000 regardless of the number of employees. Travel of USAID employee(s) is involved.	NO	YES 30-days prior to the start date of the event (recommend at least 120-days prior)	$100,000 or less	Between $100,000-$500,000	$500,000 and above (Waiver Required)
EXTERNALLY SPONSORED EVENTS					
— USAID employee will **not** be in TDY status to attend the event	YES	NO	--	--	--
— USAID employee will be in TDY status to attend the event. **ALL USAID employees incurring travel expenses must enter a request in eCTAS.** (When the threshold of 25 or more USAID employees is reached, the Conference Management Team will determine the approving official.)	NO	YES 30-days prior to the start date of the event	$100,000 or less	Between $100,000-$500,000	$500,000 and above (Waiver Required)
OTHER					
— ROUTINE MEETING WITH PARTNERS - less than 20 employees / Under $100,000 — MEETINGS AMONG USAID STAFF - less than 20 employees / Under $100,000 — ROUTINE TRAINING with registration in Learning Management System or events funded and scheduled by HCTM[1] — REGULARLY SCHEDULED COURSES at a government or commercial training facility	YES	NO	--	--	--

[1]Training conferences registered in the USAID University Learning Management System held for the purpose of sharing best practices, exchanging ideas, distilling lessons learned, networking, or stocktaking around Agency programs, operations or reforms, **are not exempt from the approval process,** if they otherwise meet the criteria for approval outlined in ADS 580. Please contact the Conference Management Team with any questions at eConference@usaid.gov.