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CHAPTER 4. REDUCTIONS IN MEETING AND TRAINING ALLOWANCE PAYMENTS

PART 1. GENERAL

4-1.1. Authority. This chapter is issued under the authority of 5 U.S.C. 4111(b).

4-1.2. Applicability. Subject to the exceptions in 5 U.S.C. 4102, these regulations apply to civilian officers and employees of executive agencies, including the Department of Defense; independent establishments, as defined in 5 U.S.C. 104; Government corporations, subject to 31 U.S.C. 846-852 or 856-859; the Library of Congress; the Government Printing Office; the Government of the District of Columbia; and commissioned officers of the National Oceanic and Atmospheric Administration. All such officers and employees and all such agencies, independent establishments, and departments are hereinafter referred to in these regulations as "employees" or "agencies," as appropriate.

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PART 2. APPROVAL OF CONTRIBUTIONS OR PAYMENTS

4-2.1. Agency responsibilities.

a. Section 303(j) of Executive Order 11348 of April 20, 1967, and the regulations issued by the Office of Personnel Management under section 401(b) of that Order, prescribe the conditions under which agency heads may approve the acceptance by employees of contributions and awards incident to

training and payments incident to attendance at meetings, under 5 U.S.C. 4111(a), from the organizations described therein. These organizations are hereinafter referred to as "donors."

b. Agency heads shall provide adequate safeguards to ensure that the following regulations are carried out:

(1) Where an approved payment by a donor fully covers expenses incident to training in a non-Government facility, or travel, subsistence, or other expenses incident to attendance at a meeting, the agency shall not pay for such expenses or shall recover payments previously made in the manner described in (3), below.

(2) If an approved payment by a donor does not fully cover expenses described above, the agency may pay an amount considered sufficient to cover the balance of the expenses to the extent authorized by law and regulation, including 5 U.S.C. 4109 and 4110. If an amount in excess of such balance has been previously paid by the agency, such amount shall be recovered from the employee in the manner described below.

(3) Recoveries of payments, as provided above, shall be made in the manner prescribed by regulations of the agency concerned and shall be issued according to 5 U.S.C. 5514.

(4) No reduction in payment by an agency is required where an approved contribution or award to an employee covers types of expenses which the agency is not authorized to pay. For example, where an agency authorizes travel expenses of an employee, including per diem instead of subsistence and transportation expenses of his/her immediate family and household goods and personal effects to a training location, no reduction in payment by the agency is required if an approved contribution or award covers subsistence expenses of the family en route and expenses incurred by the employee in establishing himself/herself and the family at the training location.

(5) Expense data shall be obtained from employees or donors in such detail as the agency head deems necessary to carry out these regulations.

4-2.2. Reserved.

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