



Conference Approval Requirements Matrix

A Mandatory Reference for ADS Chapter 580

Partial Revision Date: 02/26/2021
Responsible Office: M/MPBP/POL
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APPROVAL REQUIREMENTS - USAID CONFERENCE POLICY

CONFERENCE TYPE	APPROVAL REQUIREMENT				
	Exempt	Required to register in eCTAS	Assistant Administrator, Independent Office Director, or Mission Director	Deputy Administrator (DA/AID)	Administrator (A/AID)
USAID SPONSORED EVENTS					
- Ten or more USAID employees in travel status will attend and the event does not meet the "Mission" exemption below.	No	Yes (Recommend registering the event in eCTAS at least 120-days prior)	\$100,000 or less	Greater than \$100,000 up to \$500,000	Over \$500,000 (Waiver Required)
- The cost of the conference will exceed \$100,000 (includes events where no travel is involved).	No	Yes (Recommend registering the event in eCTAS at least 120-days prior)	---	Approval Required	Over \$500,000 (Waiver Required)
- Meetings among USAID staff (e.g., retreats) when fewer than ten employees will be in travel status and the cost is under \$100,000.	Yes	No	-	-	-
- Travel and light refreshments are the only direct costs associated with the event and the purpose falls under "Mission" as defined in the Appendix C of Chapter 301 of the Federal Travel Regulations (i.e., meetings to discuss USAID's programs and operations or to perform operational or managerial activities).	Yes	No	--	--	--

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	Exempt	Required to register in eCTAS	Assistant Administrator, Independent Office Director, or Mission Director	Deputy Administrator (DA/AID)	Administrator (A/AID)
– Conference is completely funded under a grant or cooperative agreement (non-grant expenditures associated with the conference, e.g., travel for USAID employees are not excluded if attendance and funding level otherwise meet the criteria in Chapter 580 of the Automated Directives System).	Yes	No	-	-	-
– Training events funded and scheduled by the Center for Professional Development in the Office of Human Capital and Talent Management.	Yes	No	-	-	-