

TRAVEL TIDBITS

ENTERING LOCAL AND VIRTUAL CONFERENCES IN ATIS

Effective 06/19/2020

This document is a follow up to the greenie attached below, and discusses a change in the way local and virtual conferences are processed in relation to Conference Tracking.

- **Must Local and Virtual Conferences and attendees be entered into ATIS?**
 - a. Yes. These conferences must be entered for tracking purposes.
- **Are there any exceptions to this rule?**
 - a. Yes. If attendees do not pay any registration fees, the conference does not need to be entered. However, this only applies if there is no registration fee for **ALL** meeting attendees.
NOTE: If the registration fee is waived or paid by a sponsor for an invited traveler, the conference must be entered into ATIS, see example, page 2.
- **Is Conference Approval needed to attend a local or virtual conference?**
 - a. Possibly. If the total amount of registration fees paid by all ARS attendees exceeds \$7,000, approval must be obtained to attend the conference.
- **How do I notate that a conference is virtual when completing the ATIS Conference Add form?**
 - a. Place the word "Virtual" in front of the conference name on the form. For example:
"VIRTUAL: NATIONAL ASSOCIATION OF PANCAKE LOVERS ANNUAL MEETING"
- **How do I properly complete an attendee record for a local or virtual meeting?**
 - a. Complete all fields as usual, but check the "Local Participant Indicator" box. This will gray out all cost fields except for registration. Example:

The screenshot displays the ATIS Conference Add form with the following fields and values:

- *Duty Station:** TUCSON, AZ
- *Position Title:** RES CIVIL ENGR
- *Email Address:** menberu.bitew@ars.usda.gov
- PSA Email Address:** [Empty]
- Date of Last Email Sent:** 02/03/2020 10:08
- *Purpose of Attendance:** Presenting Research
- *Purpose Description:** Proposed title of talk: "The advantages and limitations of non-contact radar technology for
- *Past Benefits:** Opportunity to present my research results and to get good feedbacks.
- *Attendee Start Date / Time:** 10/12/2020 06:00 AM
- *Attendee End Date / Time:** 10/16/2020 06:00 PM
- Local Participant Indicator:** (indicated by a blue arrow)
- *National Program - For ARS Only:** 211 Water Availability and Watershed M (indicated by a blue arrow)
- Registration Fees:** \$250.00
- Contributing Organization:** [Empty]
- Contributing Organization Type:** [Empty]
- Contributing Organization Funds Contributed:** [Empty]
- Conference Approval Status:** [Empty]
- Status:** ACTIVE
- User Last Modified:** MELISSA HARRELI
- Date Last Modified:** 06/19/2020
- *Authorized by Area Office or Appropriate Manager:**

Buttons for "Save" and "Cancel" are visible at the bottom of the form.

If a sponsor is covering the cost of the registration fee, enter \$0 into the registration fee box, and complete the Contributing Organization, Type and Funds Contributed boxes, like this:

The screenshot shows a web form with the following fields and values:

- Contributing Organization: XYZ Corporation
- Contributing Organization Type: For Profit Organization ?
- *Registration Fees: \$0.00
- Contributing Organization Funds Contributed: \$250.00
- Travel Authorization No.: [Empty]
- Conference Approval Status: [Empty]
- Status: ACTIVE
- User Last Modified: MELISSA HARRELI
- Date Last Modified: 06/19/2020

Buttons: Save, Cancel

*Authorized by Area Office or Appropriate Manager

- **What do I do if a Conference changes from physical to virtual?**

- a. First, check to see how the conference is listed in ATIS. If you don't see the word "VIRTUAL" in front of the meeting name, the Conference Team needs to be notified.

Send an email to ConferenceReqTracking@usda.gov and let them know that the conference has been changed to virtual attendance. Attach all back up documentation, such as an email from the conference organizers announcing the change or a screenshot of the conference webpage stating the conference has gone virtual.

NOTE: If the conference changes to both physical *and* virtual attendance, do not notify Conference Tracking.

If the traveler changes their attendance from physical to virtual, make the change in the attendee's record associated with the meeting, as shown above.

From: [Baldus, Lisa](#)
Cc: [Axon](#)
Subject: AFM Communication: Reminder - FY21 Conference Requests - Due July 13, 2020
Date: Thursday, June 18, 2020 6:55:17 AM
Attachments: [image004.wmz](#)
[image005.png](#)



Greenie: Financial Managements and Agreements Division (FMAD)

AFM Communication Subject: FY21 Conference Requests
Communication Archive Number: AFM-20243

To: ARS-All

Purpose: Advisement of the need to enter conference plans into ATIS for the upcoming fiscal year in anticipation of the annual conference attendance plan, which is due to the USDA Office of the Chief Financial Officer in early August.

Due: 13 July 2020

Actions: Information on all planned conference attendance occurring between October 1, 2020 to September 30, 2021, should be entered within ATIS. Information on hosted meetings/trainings should also be entered within ATIS – even if the meeting details have not been finalized (estimates are acceptable). There will be minimal exceptions allowed for late requests to attend conferences; therefore, failure to submit the requested information by July 13th may prohibit attendance.

Please note that virtual conferences and conferences that are within your local commuting area should be added to ATIS as well.

Resources:

- [ATIS](#)
- [Axon Conference Information](#)
- [Axon Travel Page](#)
- [Travel Training Schedule](#)

Contact: For further support, please contact your area Travel Specialist (see list below) or email [ConferenceReqTracking](#):

Name	Area	Email Address
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Distribution List: ARS-ALL