



# TRAVEL TIDBITS

2/10/2022

## **Permission to register and attend virtual meeting/conference**

As of today, FMAD is still waiting for the Department to approve the FY2022 Annual Conference Plan and is unable to approve any meetings in ATIS until they receive the approved Annual Conference Plan back from the Department.

With that being said, if Area Leadership supports the employee/traveler attending a virtual conference, a simple memo outlining this approval is sufficient to allow employees/travelers to register for a virtual meeting/conference.

FMAD will not be able to approve the meeting (or any meeting) in ATIS until they receive the approved Annual Conference Plan back from the Department, if Area Leadership approves an employee/traveler to attend virtually, he or she may do so.

Please submit the attached form for approval.

Should you have questions or need assistance, please contact your Travel Specialist.

Attachment:  
Permission to register and attend virtual conferences



United States Department of Agriculture

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Research, Education, and Economics  
Agricultural Research Service

DATE:

TO: Jay V. Johnson, Associate Area Director, Midwest Area

THROUGH: Karen Hughes, Travel Specialist, Midwest Area

FROM:

Requesting permission to register and attend virtually the following conference:

Conference Name:

Conference Date:

Conference Location:

Mission Essential:

Estimated Registration Fee:

Thank you

Supervisor/Research Leader Signature

Office of the Director, Midwest Area  
1815 North University St.  
Peoria, IL 61604  
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