

IOWA INSTRUCTION 250-381 – CONFERENCE ATTENDANCE

1. PURPOSE:

Based on questions from the Leadership Team, this Iowa Instruction provides clarification on which meetings and conferences require State Conservationist approval and establishes procedures for obtaining approval for attending national or state-wide training conferences and technical meetings. This Instruction also identifies responsible persons throughout the process.

2. ROLES AND RESPONSIBILITIES:

The announcement of these events will be made by the State Office or the National Headquarters. If an Iowa employee (e.g. SEPM or Leadership Team member) learns about an event that would be of interest state-wide, all pertinent information about that event should be immediately sent to the Executive Assistant (EA) to the State Conservationist so she can send it out from the State Conservationist.

3. PROCESS:

The “**Conference Attendance Approval Process**,” will be followed for both national and state-wide conference opportunities. This process provides the roles and responsibilities of employees and supervisors when requesting attendance at a conference, and what to do once attendance has been approved. It also provides instruction for what employees need to do in GovTrip both before traveling (creating authorization) and after travel is complete (completing voucher), if overnight travel is involved.

Also attached is the “**Conference Attendance Request**,” which should be completed by each employee who wants approval to attend. This request *must be approved prior to travel*. The following data is requested on this form: conference agenda information, employee information, immediate supervisor signature, State Conservationist signature, and travel exceptions. Employees must also estimate the amount of overtime or comp time they might receive.

The attached “**Questionnaire for Compensatory Time**,” must be completed once travel ends. The HR Staff will then make a determination from the completed form(s) on how time is to be recorded on your timesheet. Once approved, a copy must be provided to your timekeeper before they can verify your timesheet.

If employees have questions, they should first contact their Administrative Management Assistant (AMA) or State Office Secretary (SOS). If the AMA or SOS cannot answer a question about registration fees, they should contact Michelle A. Bales, Contracting Officer. If they cannot answer a question about GovTrip, they should ask Marcus C. Hill, Budget Analyst. If they cannot answer a Fair Labor Standards Act (FLSA) question, they should ask Christopher E. Knudsen, Human Resources Manager.

Approved By:

Date: 02-23-09

/s/

Richard Sims

State Conservationist

Natural Resources Conservation Service

210 Walnut Street, Room 693

Des Moines, IA 50309-2180

(IA Instruction 250-381 First Edition – February 2009)