

DHHS POLICIES AND PROCEDURES

Section II:	Budget and Analysis
Title:	Conference Authorization Policy
Current Effective Date:	5/1/05
Revision History:	Formerly contained within the “Travel and Conferences/Retreats/Workshops/Training” policy
Original Effective Date:	8/1/96

Purpose

To establish the approval policy and process for the authorization of DHHS sponsored conferences.

Policy

All divisions/offices planning to host or sponsor a conference must ensure proper approvals have been obtained in advance.

Definitions

“Conference” includes conferences, workshops, seminars, and training courses.

Implementation

Conferences that involve costs such as renting of space, provision of food, and speaker fees shall be prior approved by the Division/Office Director and the Division of Budget and Analysis. Conferences that do not involve costs shall be prior approved by the Division/Office Director. Approval of conferences shall be documented on the Conference Authorization Form (form DHHS-3531), and as appropriate, submitted to the Director of Budget and Analysis.

For questions or clarification on any of the information contained in this policy, please contact [The Division of Budget and Analysis](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).