



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE MATERIEL COMMAND  
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

JUN 23 2000

MEMORANDUM FOR ALHQCTR/CV  
ALHQSTAFF

FROM: HQ AFMC/FM  
4375 Chidlaw Rd, Rm N201  
Wright-Patterson AFB OH 45433-5006

SUBJECT : Air Force Policy for Reimbursement of Light Refreshments at Official Conferences

1. The purpose of this memorandum is to restate Air Force policy for use of the appropriated funds to procure snacks for conference sessions. A recent surge in questions has occurred regarding the General Services Administration (GSA) rule change allowing appropriated funds to procure light refreshments at conferences. The GSA ruled that snacks between conference sessions are a reimbursable expense if they are part of the registration fee. This has now been authorized for DoD by the JFTR, para. U2550 and JTR, para. C4950 as of 7 March 2000. The Per Diem, Travel, and Transportation Committee (PDTATAC) has specified what constitutes "light refreshments:" coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items. This new authority does not include "ice breakers" before the conference begins or farewell socials at the conclusion, which are treated as a personal expense. If lunch is served during the conference as a necessary expedient to continue conducting conference business, that lunch must be accounted for on the travel voucher and deducted from the per diem entitlement.

2. Air Force policy, AFI 65-601, Volume 1, Chapter 4, para 4.42, states that when an Air Force organization sponsors a conference, the sponsoring organization will pay for the conference room, supplies, guest speakers, honorariums, and now light refreshments during breaks in the conference, rather than charging a conference/registration fee. The light refreshment change to AFI 65-601 is currently being worked by SAF/FMB and will be included in the next release.

3. The SAF/FMB definition of "official conference," states that an official conference is a meeting of a substantial number of people in TDY status attending from multiple bases for the interchange of opinion or removal of differences or disputes. Those gatherings that have never been referred to as conferences, e.g., working group meetings, should not now be reclassified simply to use appropriated funds to buy snacks.

4. One of the major points emphasized by SAF/FMB is to use the "reasonable purchase approach" when paying for light refreshments. This is a permissive authority. That is, providing light refreshments at qualified conferences is optional, not mandatory. When provided, light refreshments will be funded from the sponsoring unit's O&M funds. No additional funds will be provided to exercise this authority.

5. Request you distribute this memorandum with its attachments throughout your organization. This is a coordinated HQ AFMC/FM/PK/JA memo. If you or your staff have specific questions, they may contact Mr. Eric R. Ebert, HQ AFMC/FMPM, DSN 787-4896.

FOR THE COMMANDER

  
**EVERETT G. ODGERS**  
Major General, USAF  
Director, Financial Management  
& Comptroller

Attachment:  
SAF/FMBM MSG, R031830Z APR 00

cc:  
HQ AFMC/JA/PK/FMA/FMF/FMJ/FMR  
ALHQCTR/FM