

## DHHS POLICIES AND PROCEDURES

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

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### **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 involve 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](#).*