AUTHORIZATION TO ATTEND A TECHNICAL CONFERENCE OR OTHER OUTSIDE PROFESSIONAL MEETING

DATE OF REQUEST:

CONFERENCE COORDINATOR USE ONLY

An outside meeting or gathering (including any conference, seminar, symposium or committee meeting) that is sponsored wholly or partially by or on behalf of any organization or agency that is not a part of the Federal Government, and these may be held either within or outside the United States. (Ref. MPG 9710.1)

DATES OF TRAVEL		MEETING ATTENDANCE DATES	
FROM:	TO:	FROM:	TO:

LOCATION OF MEETING:

☐ DOMESTIC ☐ INTERNATIONAL MEETING (SEE INSTRUCTION 3)

TITLE OF MEETING AND SPONSORING ORGANIZATION:

IF PREPARING A PAPER GIVE TITLE AND DEADLINE DATES FOR SUBMISSION OR ABSTRACT:

NOMINEE FOR ATTENDANCE (NAME, MAIL CODE, JOB TITLE, SECURITY CLEARANCE, OFFICE PHONE):

HOW WILL ATTENDANCE AT THIS MEETING BENEFIT NASA AND THE MARSHALL SPACE FLIGHT CENTER:

EXTENT OF PARTICIPATION (ORGANIZATION OFFICIAL, CHAIRPERSON, PANEL MEMBER, ATTENDEE ONLY, OTHER):

ESTIMATED COSTS

TRANSPORTATION	
PER DIEM	
OTHER TRAVEL COSTS (Specify):	
TOTAL TRAVEL COSTS	
REGISTRATION FEE	

OUTSIDE MEETINGS ATTENDED IN PREVIOUS 12 MONTHS:

DATE OF REGISTRATION:

SIGNATURES

APPLICANT:

LABORATORY, OFFICE APPROVAL:

DIRECTORATE, PROJECT OFFICE OR STAFF OFFICE APPROVAL:

FOR REIMBURSABLE ARRANGEMENTS ONLY

METHOD OF REIMBURSEMENT:

☐ IN KIND ☐ ADVANCE AMOUNT: $ _____

I certify that reimbursement was not solicited and I have determined that sponsor will not use NASA funds to reimburse. I have attached proposed correspondence in accordance with instruction 5.

_____ :APPLICANT'S INITIALS

OFFICE OF CHIEF FINANCIAL OFFICER (IF REIMBURSABLE ARRANGEMENT) CONCURRENCE:

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT DEPARTMENT:

OFFICE OF CHIEF COUNSEL (IF REIMBURSABLE ARRANGEMENT) CONCURRENCE:

CUSTOMER AND EMPLOYEE RELATIONS DIRECTORATE:

INSTRUCTIONS

1. All information required on this form must be supplied before requests will be considered. Background material available (all pertinent correspondence, complete conference announcement, brochure, agenda, etc.) must accompany this form before submission for approval.

2. For approval of attendance at Domestic outside meetings, an original and two copies of this request must reach the Conference Coordinator at least two weeks before the earliest deadline for:

    a. Submission of abstract to sponsoring organization

    b. Answering a letter of invitation

    c. Payment of registration fee, or

    d. Commencement of travel

3. If an outside meeting is held outside the (50) United States, if it is sponsored wholly or partially by an international organization, or if it will include substantial international participation, it will be considered an international meeting. In this case, attach to this form a properly completed NASA Form 1167 (Request for Approval of Foreign Training and Non program Travel or Participation in Domestic Outside Symposia) and it must be submitted to the Conference Coordinator no later than five weeks before the earliest deadline. It is the responsibility of the attendee to determine whether the conference is domestic or international.

4. If a paper is to be presented, a copy of a properly completed NASA Form 1676 (NASA Scientific and Technical Document Availability Authorization) with a copy of the abstract must be attached to this request.

5. If the cost of travel to this meeting is to be reimbursed, a copy of the offer of reimbursement and all other pertinent correspondence must be attached. Also included for the signature of the Associate Director must be a proposed letter of acceptance and, if the reimbursing organization is a private company, college or university, a proposed memorandum requesting approval of the reimbursable arrangement from the Manager of Administration and Program Support in the Office of Space Flight at NASA Headquarters.

6. Signatures should be obtained in the following order:

    a. Applicant

    b. Laboratory (if applicable)

    c. Directorate, Project Office, or Staff Office

    d. Employee and Organizational Development Department

    e. Chief Financial Officer (if reimbursable)

    f. Chief Counsel (if reimbursable)

    g. Office of Director

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