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RAAUZYUW RUEKJCS3022 1641448-UUUU--RUEKCHB.
ZNR UUUUU
R 121301Z JUN 03
FM SECDEF WASHINGTON DC//USDP-DSCA//
TO AIG 8797
RUFGCIN/USCINCEUR VAHINGEN GE//ECJ4-IDS//
RUCAACC/USCINCCENT MACDILL AFB FL//CCJ4/7-SP//
RHHMUNA/USCINCPAC HONOLULU HI//J4517//
RUMIAAA/USCINSO MIAMI FL//SCJ5-SA//
RUEADWD/DA WASHINGTON DC//DASA/DE-C//
RUEAHQA/OSAF WASHINGTON DC//SAF/IAPX//
RUENAAA/NAVY IPO WASHINGTON DC//02T//
RUEACMC/CMC WASHINGTON DC//PLU-SA/FMS//
RHMFIUU/CMC WASHINGTON DC//PLU-SA/FMS//
RULSMCG/CG TECOM QUANTICO VA//CSW//
RHMFIUU/CG TECOM QUANTICO VA//CSW//
RULSJGA/COMDT COGARD WASHINGTON DC//G-CI//
RHWRAAA/AFSAT RANDOLPH AFB TX//CD/TO/FM/SD//
RHMFIUU/AFSAT RANDOLPH AFB TX//CD/TO/FM/SD//
RUERAIX/DIRSATFA FT MONROE VA//ATFA/R/P//
RHMFIUU/DIRSATFA FT MONROE VA//ATFA/R/P//
RUCTPOV/NETSAFA PENSACOLA FL//00/N1/N2/N3/N4//

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RUEKJCS/SECDEF WASHINGTON DC//CHAIRS//
RHMFIUU/DISAM WRIGHT PATTERSON AFB OH//CC//
INFO RUEKJCS/SECDEF WASHINGTON DC//CHAIRS//
RUEHC/SECSTATE//PM/PPA//

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SUBJECT: ALLOWABLE USES OF IMET FUNDS AND IMET EXTRAORDINARY EXPENSE FUNDS POLICY MESSAGE 03-13

1. THIS MESSAGE PROVIDES GUIDANCE TO EVERYONE INVOLVED ON THE APPROPRIATE USE OF IMET FUNDS AND IMET EXTRAORDINARY EXPENSE FUNDS FOR PROVIDED MEALS, LIGHT REFRESHMENTS AND MEMENTOS.
2. WORKING LUNCHESES CANNOT BE JUSTIFIED ON THE BASIS OF ENSURING ATTENDANCE. WORKING LUNCHESES CAN BE FUNDED ONLY IF ATTENDANCE AT WORKING MEALS IS DETERMINED TO BE NECESSARY IN ORDER TO GET THE FULL BENEFIT OF THE TRAINING EVENT. IT IS CRITICAL THAT ACTUAL SUBSTANTIVE TRAINING MUST BE SCHEDULED TO OCCUR AND MUST FACTUALLY OCCUR DURING ANY AND ALL WORKING LUNCHESES. IT CANNOT BE NON-STRUCTURED TIME FOR DISCUSSION AND INTERACTION. THE SCHEDULING OF A SPEAKER IS NOT ENOUGH; THE PRESENTATION MUST GO TO THE SUBSTANCE OF THE TRAINING.

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3. THE COST OF WORKING LUNCHESES PER PERSON PER TRAINING EVENT SHOULD NOT EXCEED THE AUTHORIZED PER DIEM FOR THAT MEAL AT THAT LOCATION EVEN IF THE COST IS A NONSEPARABLE PART OF THE COST OF RENTED FACILITIES. THE DSCA IMET FINANCIAL MANAGER MAY APPROVE A HIGHER COST IF JUSTIFIED. THIS JUSTIFICATION MUST BE RECEIVED BY THE IMET FINANCIAL MANAGER, IN THE IMET WAIVER FORMAT, AT LEAST 30 DAYS PRIOR TO START OF THE TRAINING. IF APPROVED, THE NECESSARY FUNDS WILL BE ADJUSTED ACCORDINGLY.

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4. LIGHT REFRESHMENTS MAY BE PAID IF PROVIDING SUCH REFRESHMENTS PREVENTS DISRUPTION OF THE TRAINING AGENDA. DOCUMENTATION MUST BE PROVIDED TO THE DSCA IMET FINANCIAL MANAGER TO SHOW THAT THERE IS FACTUALLY NO CONVENIENT SOURCE FOR ATTENDEES TO REASONABLY OBTAIN REFRESHMENTS DURING BREAKS. THIS DOCUMENTATION MUST BE PROVIDED TO THE DSCA FINANCIAL MANAGER AT LEAST 30 DAYS PRIOR TO THE START OF TRAINING. IF APPROVED, FUNDS WILL BE PROVIDED. LIGHT REFRESHMENTS PROPERLY PROVIDED DURING BREAKS DO NOT REQUIRE A REDUCTION IN PER DIEM FOR U.S. OR FOREIGN PERSONNEL UNDER ORDERS.

5. IN-COUNTRY EXPENSES ABROAD FOR LODGING AND MEALS FOR IMET TRAINING ATTENDEES (WHETHER FOR FEDERAL EMPLOYEE TRAINERS OR FOREIGN

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PERSONNEL) CANNOT EXCEED THE APPLICABLE FTR/JFTR PER DIEM FOR THAT LOCATION AND CONSISTENT WITH THE FTR/JFTR. NEITHER CATEGORY CAN BE REIMBURSED ON TRAVEL ORDERS FOR ANY MEALS OR LODGING PROVIDED SEPARATELY UNDER CONTRACT. TRAVEL ALLOWANCES MUST BE REDUCED BY THE AMOUNTS OF THE ALLOWANCES/ALLOCATIONS OF PER DIEM SPECIFIED IN THE FTR/JFTR FOR EACH MEAL OR SERVICE FURNISHED BY THE GOVERNMENT WITHOUT CHARGE TO THE PERSONS UNDER TRAVEL ORDERS. IN THE RARE EVENT THAT ACTUAL EXPENSE MAY BE NECESSARY, THE IMET FINANCIAL MANAGER AT DSCA MUST RECEIVE A WAIVER REQUEST AT LEAST 30 DAYS PRIOR TO THE START OF TRAINING. THESE WAIVERS WILL NORMALLY NOT BE GRANTED.

6. EXPENSES FOR EVENTS THAT DO NOT QUALIFY AS TRAINING (E.G. RECEPTIONS, GRADUATION CEREMONIES, MEMENTOS) MAY NOT BE PAID FOR WITH IMET COURSE FUNDS.

7. IMET EXTRAORDINARY EXPENSE FUNDS MADE SPECIFICALLY AVAILABLE FOR 'ENTERTAINMENT' MAY BE USED FOR ENTERTAINMENT EXPENSES (EXCEPT THOSE SPECIFICALLY EXCLUDED BY LAW, E.G. ALCOHOLIC BEVERAGES AND SPORTING EVENTS) AND REPRESENTATIONAL EXPENSES TO INCLUDE REASONABLE COSTS FOR RECEPTIONS, GRADUATION CEREMONIES, GIFTS AND MEMENTOS.

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8. THIS MESSAGE HAS BEEN COORDINATED WITH THE DSCA GENERAL COUNSEL AND WITH DSCA P2 TRAINING POLICY.

9. POINT OF CONTACT IS DEBBIE SPENCER, COMM (703) 604-6577 OR DSN 664-6577.

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<[^^^]> 06/13/2003 1057 <[^^^]> CHAIRS

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