

Research and Sponsored Projects Manual (RSP)

RSP 504–04: Conference Registration and Per Diem Costs for ASU Employees on Sponsored Projects

Effective: 12/2/1985

Revised: 11/01/2024

Purpose

To reimburse allowable authorized conference costs for university employees from sponsored accounts

Source

Code of Federal Regulations – 2 CFR 200.432: Conferences

Code of Federal Regulations – 2 CFR 200.475: Travel costs

Office for Research and Sponsored Projects Administration (ORSPA) Financial Services

Policy

Allowable costs (2 CFR 200.432)

Registration fees for ASU employees to attend conferences, seminars, workshops, and meetings are generally an allowable cost to a sponsored project if:

1. identified in the proposal, approved in the award, and directly related to the project scope of work
or
2. attendance at the meeting is necessary to fulfill the objectives of the sponsored project
or
3. the employee will be presenting results of the sponsored project at the meeting.

Entertainment, social, or guest costs associated with conferences are not allowable costs on a sponsored project.

Travel and per diem expenses (2 CFR 200.475)

If the employee is in university travel status to attend the conference or meeting, travel costs (such as airline tickets, lodging, and per diem) are reimbursed according to the university travel policy.

When registration fees include meals, the meal cost must be deducted from the per diem rate for that given day.

Daily meal and incidental expense rates depend on the travel destination. To identify the correct per diem rate, refer to the current [Per Diem Rate Table](#).

Sponsor limitations

Sponsors' travel limitations must be adhered to if they are more restrictive than ASU's approved rates.

Procedures

Procedures for managing change are located at researchadmin.asu.edu>WI-EP130 and WI-EP-140.

Additional Information

For definitions of underlined terms, see the [ORSPA Acronyms and glossary](#) webpage.

Cross-References

- [RSP 101](#), “General Research Policy”
- [RSP 504-01](#), “Sponsored Projects Travel for ASU Employees”
- [FIN 501](#), “ASU Travel Policy”