From: Director, Navy Staff  
To: Commander, Naval Sea Systems Command  

Subj: ATTENDANCE AT THE 2017 MEGA RUST CONFERENCE, 20 - 22 JUNE 2017

Ref: (a) Your conference request dated 13 Apr 17

1. As requested by reference (a), participation by 26 Naval Sea Systems Command attendees in the subject conference, including travel, 19 - 22 June 2017 is approved.

2. Rental cars shall not be utilized unless they are the most cost effective means of transportation and specifically approved by the authorizing official.

3. Lodging and meals will be reimbursed only at the authorized per diem rate unless otherwise deemed necessary in accordance with the Joint Travel Regulations (JTR) and approved by the authorizing official.

4. All attendees must annotate their travel vouchers if meals are provided by the conference host.

5. Travelers are reminded that high-quality government/military lodging options are available at www.dodlodging.net. Their use is highly encouraged within the guidelines of the JTR. If applicable, travelers are required to file tax exemption forms to reduce lodging expenses.

6. All attendees must be good stewards of taxpayer dollars in attending this event.

7. Travel authorizing officials and certifying officers are responsible for protecting taxpayer funds from fraud, waste, abuse, and mismanagement.

J. G. FOGGO

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