



Department of Commerce Conference Checklist

Date _____

Departmental offices and operating units are not to incur any obligations or make expenditures towards any conference expenses until approved. Were any obligations or expenditures incurred prior to approval?										
1. Conference Tracking No.							2. Frequency			
3. Bureau										
4. Division										
5. Name						6. Email				
7. Phone				8. Alternate POC						
9. Conference Title										
10. Conference Website										
11. Start Date				12. End Date				13. # of Conference Days		
								14. # of Travel Days		
15. Location City						16. Location State				17. Funds Obligated
18. Is this the most cost-effective option for the conference? Ensure the compelling purpose is provided in the cover memorandum.										
19. Co-Hosts						20. Facility Name				
21. Is this a Federal Facility? If not, please explain, whether the use of a Federal Facility was considered and why the use of a Federal facility is not viable for this event.										
22. Purpose/Synopsis (Please be concise and provide details on the purpose and how this conference will advance the mission of the Department.) (if additional space is required, use #36)										

Conference Tracking No.

23. Reception(s)/Special Event(s) – If yes, list event & date(s)			
24. Alcohol Provided - If yes, how will it be funded?			
25. Were there any material deviations to the conference?			
If yes, what were the material deviations? Provide Explanation		Cost Variance ___	Optics ___ Other ___
26.	Number of Attendees	Estimated	Actual
	Local Commerce Attendees		
	Non-local Commerce Attendees (Travel)		
	Other-Federal Attendees		
	Non-Federal Attendees		
	Federal Invitational Attendees		
	Non-Federal Invitational Attendees		
	Total Number of Attendees		
27.	Meals & Incidental Expenses (M&IE) _____		
	Full M&IE (Total # of Attendees x M&IE x # Days)		
	If Meals Provided		
	<i>Minus Breakfast</i>		
	<i>Minus Lunch</i>		
	<i>Minus Dinner</i>		
	<i>Reduced M&IE Total</i>		
	<i>(Full - Reduced M&IE) M&IE Total</i>		
28.	Attendees Cost	Estimated	Actual
	Common Carrier Transportation		
	Local Transportation		
	Lodging		
	Registration Fees		
	Miscellaneous Travel Cost		
	<i>(Includes M&IE Total)</i> Total Attendees Cost		
29.	Other Conference-Related Cost	Estimated	Actual
	Meeting Space Rental		
	Audio Visual Equipment and Services		
	Conference Planner		
	Trainer/Instructor/Facilitator		
	Printing Design Work		
	Other Miscellaneous Cost (List Below)		
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	Total Other Conference-Related Cost		
	Gross Conference Cost		
	<i>(Attendees Cost + Other related Conference Cost)</i>		
	(Total #31) Total non-DOC Funding		
	Net Conference Cost		
	<i>(Minus Funding)</i>		
	Average Gross Cost per attendee		
	Average Net Cost per attendee		
	<i>(Minus Travel Cost)</i>		

30. Cost Comments/Miscellaneous Cost Description		
31. Additional Funding (received from outside of the Department)	Estimated	Actual
Grant Funding		
IAA Funding		
Other Funding		
Total non-DOC Funding		
Funding Description		
32. What steps were taken to minimize conference costs per FTR §301-74.1(a), (c); §301-74.3 - 74.5?		
<i>This is an OIG requirement; please complete only when submitting the Actual Cost of the conference.</i>		
33. What procurement method was utilized?		
34. Was the contract awarded on a competitive basis, three sites considered, and the records of each alternative site maintained per FTR §301-74.14?		
35. Was the contract awarded before conference approval?		
36. Additional Comments/Remarks		
General Review Section		Yes
1. Are Bureau Memos, Attestations complete, and included for the Conference threshold? If no, explain.		No
2. Is expedited approval required? If yes, provide the latest date approval is needed and why.		
3. Is the per diem within allowable limits? If not, is the necessary justification for approval included in the package? Provide an explanation.		
GSA Per-Diem Rates DOD Per-Diem Rates State Department Per-Diem Rates		
4. Are meals provided at the conference? If yes, are travelers aware of the M&IE reduction? If no, explain.		
5. Is there a copy of the conference agenda included in the package? If no, explain.		
6. Are there any sponsorships or agreements with other parties? If yes, explain.		
7. Will all invitational travelers be placed on travel authorizations? If no, explain.		
8. Before issuing a travel authorization, will the Bureau decide that non-Federal travelers provide a "direct service" to the Government? Please provide a statement that attests to this determination and direct service benefit.		

General Review Section							Yes	No
9. Were alternative conference locations considered? If no, explain.								
10. Was the least costly location selected? If no, explain.								
11. Is conference lodging reserved at select hotels? If no, explain.								
12. Is the conference over the weekend? If yes, please explain the additional cost.								
13. Are there any optics that the Department should be aware of? If yes, have they been vetted through the appropriate offices? Provide an Explanation.								
14. Provide historical data for the past three years. Note: Actual cost and the total number of individuals whose conference or travel expenses were paid by the Department of Commerce.								
1.	Dates:		Actual Cost:		# of Attendees:		Location:	
2.	Dates:		Actual Cost:		# of Attendees:		Location:	
3.	Dates:		Actual Cost:		# of Attendees:		Location:	
TMD Notes:								

Conference Tracking No.

Bureau Reviewer Name		Bureau Reviewer Signature	Date
TMD Reviewer Name		TMD Reviewer Signature	Date
TMD Director		TMD Director Signature	Date
Comments:			
Concur _____		Non-Concur _____	
OFRICT Director		OFRICT Director Signature	Date
Comments:			
Concur _____		Non-Concur _____	
OGC Reviewer		OGC Reviewer Signature	Date
Comments:			
Cleared _____		Not Cleared _____	
Clearance not required _____			
Deputy CFO or Designee		Deputy CFO or Designee Signature	Date
Comments:			
Approved _____		Disapproved _____	
Post Conference Review/Notes (30 days post-conference/event)			
Final Reviewer Name		Final Reviewer Signature	Date