MEMORANDUM FOR [*NAME*]

Chief Financial Officer

and Assistant Secretary for Administration

FROM: [*NAME*]

 [*Bureau, Title*]

SUBJECT: [*Bureau*] Attestation for Quarterly Conference Validation

This memorandum is to attest to [*Bureau’s*] quarterly validation of conference costs for Q[ *x*], FY[xx].  As requested by the Department, [*Bureau*] staff [explanation of methodology used to validate conference costs]. We have focused on including our most costly events as well as our travel costs for the events included in our validation.

Our validation revealed [*summary*].

I attest to the completeness and accuracy of [*Bureau’s*] conference costs as they are presented.  Further, we have created and hold files of all supporting documentation in a central location.  These files will be made available to the Department upon request.

If you have any questions, I am available to discuss at your convenience.

Attachments