



UNITED STATES DEPARTMENT OF COMMERCE
Office of the Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

MEMORANDUM FOR

George Jenkins
Deputy Chief Financial Officer
and Director for Financial Management

THROUGH:

Julie Tao
Director
Office of Financial Reporting, Internal Controls, and Travel

FROM:

Trinette Boyd
Director
Travel Management Division

SUBJECT:

Fiscal Year (FY) 2025 Departmental Conference Expenses

In accordance with Memorandum 17-08, Amending OMB Memorandum M-12-12, Promoting Efficient Spending to Support Agency Operations, dated November 25, 2016, attached for your review and approval is a general report about the Department's conference activities and a description of all FY 2025 agency-sponsored conference where the net expenses for the bureau associated with the conference were more than \$100,000. There were 6 conferences with a net cost of \$1,795,270.

I have reviewed the conference report for accuracy, and I recommend approval to post it on the Department's website.

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

Attachments

Approved

Disapproved