

MEMORANDUM FOR Deputy Chief Financial Officer and Director for Financial Management or Chief Financial Officer and Assistant Secretary for Administration

FROM: [NAME]
[Head of the Bureau] or
[NAME]
[Bureau, Deputy Under Secretary]

SUBJECT: [Bureau] Approval for [Conference title]

The purpose of [Conference Title] is to [describe the importance of the event and how it is critical to your mission and address/explain any/all potential optics that are a part of this event].

We approve [Conference Title] and confirm this event is mission critical.

Additionally, we certify to the Department that:

- conference expenses and activities comply with the Federal Travel Regulations (FTR) directives and executive branch policies on conferences as well as the Federal Acquisition Regulation (FAR) requirements on lodging, food and beverages, per diem reimbursement, and contracting of goods and services;
- no federal funds are used for unnecessary or inappropriate purposes;
- conference attendance and expenses are limited to only the levels required to carry out the mission of the conference; and
- conference attendance and expenses are in compliance with all applicable Appropriations Act language and with the Office and Management and Budget Memorandum 17-08 dated November 25, 2016, and other authorities and guidance.

If you have any questions, we are available to discuss at your convenience.

Attachments