

#### **PART I - Bureau Information**

1. Bureau			2. Date			
3. Bureau Conference PO	С					
5. Phone	Phone		6. Plan Y	lear		

### PART II - Conference(s)

#### Conference #

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1. Division										
<b>2. Conference POC</b> (If other than the Bureau Conference POC)										
3. Conference Title										
4. Start Date		5. 1	End Date				6. Loc	cation		
7. Frequency										
8. Commerce Participation										
9. Cost	Gross	Gross								
	Commerce Local		Non		n-Federal					Total # of Attendees
10. # of Attendees	Commerce Travele	Commerce Travelers		Federal I	nvitational					
	Other Federal			Non-Fed	eral Invitat	ional				
11. Purpose/Synopsis (Please	be concise and provide de	etails or	n the purpose and ho	w this co	nference adv	vances t	the mis	sion of the Dep	partmer	nt.)
12. FY Historical Data (Prov		10 P								
expenses were paid by the De	partment of Commerce.	s, 11 Ke	curring) - # of Aue	indees –			Iurviu	ans whose that	verex	lenses of other conference
Dates		Dat	tes					Dates		
Cost		Co	st					Cost		
# of Attendees		<b># o</b>	f Attendees					# of Attendees		
Location		Lo	cation					Location		
13. DCFO or CFO/ASA App	proval			Initials		Ī	Date	Approved		



#### Conference #

1. Division										
<b>2. Conference POC</b> (If other than the Bureau Conference POC)										
3. Conference Title										
4. Start Date		5. End Date				6.	. Loca	tion		
7. Frequency										
8. Commerce Participation										
9. Cost	Gross				N	let				
	Commerce Local		Not	n-Federa	n-Federal					Total # of Attendees
10. # of Attendees	Commerce Travele	ers	Fed	deral Inv	itational					
	Other Federal		Not	n-Federa	l Invitation	al				
11. Purpose/Synopsis (Please b	e concise and provide de	etails on the purpose and	how t	his confe	rence advan	ces the	e missi	on of the De	partmer	nt.)
12. FY Historical Data (Provi expenses were paid by the Dep	artment of Commerce.	s, if Recurring) - # of A	ttende	ees = To	tal number	of indi	lividua	ls whose tra	ivel exp	benses or other conference
Dates		Dates					]	Dates		
Cost		Cost						Cost		
# of Attendees		# of Attendees						# of Attendees		
Location		Location					1	Location		
13. DCFO or CFO/ASA App	roval		I	nitials		Ι	Date A	Approved		



Conference	#	

1. Division										
<b>2. Conference POC</b> (If other than the Bureau Conference POC)										
3. Conference Title										
4. Start Date		5. E	End Date				6. Lo	cation		
7. Frequency		•				•				
8. Commerce Participati	on									
9. Cost	Gross					Net				
	Commerce Local		1	Non-Feder	al					Total # of Attendees
10. # of Attendees	Commerce Travel	ers	1	Federal Inv	vitational					
	Other Federal		1	Non-Feder	al Invitatio	onal				
11. Purpose/Synopsis (Plea	ase be concise and provide of	letails on	the purpose and ho	w this conf	erence adva	ances t	the mis	ssion of the De	partme	nt.)
12. FY Historical Data (F	Provide the previous 3 year	rs, if Rec	curring) - # of Atte	ndees = To	otal numbe	er of in	ndividu	uals whose tra	vel exp	penses or other conference
expenses were paid by the <b>Dates</b>	Department of Commerce	e. Dat	res.					Dates		
Cost		Cost						Cost		
# of Attendees		# of	Attendees					# of Attendees		
Location		Loc	ation		1			Location		
13. DCFO or CFO/ASA	Approval			Initials			Date	e Approved		

\*\* If additional conferences are needed, please attach another conference plan page 3a.



### PART III - Bureau Review and Signatures

1. Checklist Completed (If Non-Recurring or ≥ \$500K)	Yes	No	Must be included with this submission to be approved.								
2. Conference POC Signature											
3. Bureau Head Approver or designee Printed Name				4. Date	Approved						
5. Bureau Head Approver or Designee Signature		i									
	С	onference Plan	Recommend	ation							
6. OFRICT or Designee Printed Name	OFRICT or D	esignee Signatu	ire		Date						
Conferences Concurrence	Comments										
7. DCFO/DFM Printed Name	DCFO/DFM S	ignature			Date						
Approved	Disapproved										
≥\$500K ONLY					1						
8. CFO/ASA Printed Name	CFO/ASA Sig	nature			Date						
Approved	Disapproved		Let's Discus	38							
Additional Comments/Remarks											