



Department of Commerce Annual Conference Plan

PART I - Bureau Information

1. Bureau		2. Date	
3. Bureau Conference POC		4. Email	
5. Phone		6. Plan Year	

PART II - Conference(s)

Conference #

1. Division					
2. Conference POC (If other than the Bureau Conference POC)					
3. Conference Title					
4. Start Date		5. End Date		6. Location	
7. Frequency					
8. Commerce Participation					
9. Cost	Gross		Net		
10. # of Attendees	Commerce Local		Non-Federal		Total # of Attendees
	Commerce Travelers		Federal Invitational		
	Other Federal		Non-Federal Invitational		
11. Purpose/Synopsis (Please be concise and provide details on the purpose and how this conference advances the mission of the Department.)					
12. FY Historical Data (Provide the previous 3 years, if Recurring) - # of Attendees = Total number of individuals whose travel expenses or other conference expenses were paid by the Department of Commerce.					
Dates		Dates		Dates	
Cost		Cost		Cost	
# of Attendees		# of Attendees		# of Attendees	
Location		Location		Location	
13. DCFO or CFO/ASA Approval		Initials		Date Approved	



Department of Commerce Annual Conference Plan

Conference #

1. Division					
2. Conference POC (If other than the Bureau Conference POC)					
3. Conference Title					
4. Start Date		5. End Date		6. Location	
7. Frequency					
8. Commerce Participation					
9. Cost		Gross		Net	
10. # of Attendees		Commerce Local		Non-Federal	
		Commerce Travelers		Federal Invitational	
		Other Federal		Non-Federal Invitational	
11. Purpose/Synopsis (Please be concise and provide details on the purpose and how this conference advances the mission of the Department.)					
12. FY Historical Data (Provide the previous 3 years, if Recurring) - # of Attendees = Total number of individuals whose travel expenses or other conference expenses were paid by the Department of Commerce.					
Dates		Dates		Dates	
Cost		Cost		Cost	
# of Attendees		# of Attendees		# of Attendees	
Location		Location		Location	
13. DCFO or CFO/ASA Approval			Initials		Date Approved



Department of Commerce Annual Conference Plan

Conference #

1. Division					
2. Conference POC (If other than the Bureau Conference POC)					
3. Conference Title					
4. Start Date		5. End Date		6. Location	
7. Frequency					
8. Commerce Participation					
9. Cost	Gross		Net		
10. # of Attendees	Commerce Local		Non-Federal		Total # of Attendees
	Commerce Travelers		Federal Invitational		
	Other Federal		Non-Federal Invitational		
11. Purpose/Synopsis (Please be concise and provide details on the purpose and how this conference advances the mission of the Department.)					
12. FY Historical Data (Provide the previous 3 years, if Recurring) - # of Attendees = Total number of individuals whose travel expenses or other conference expenses were paid by the Department of Commerce.					
Dates		Dates		Dates	
Cost		Cost		Cost	
# of Attendees		# of Attendees		# of Attendees	
Location		Location		Location	
13. DCFO or CFO/ASA Approval		Initials		Date Approved	

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



Department of Commerce Annual Conference Plan

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			
Conference Plan Recommendation			
6. OFRICT or Designee Printed Name	OFRICT or Designee Signature		Date
Conferences Concurrence		Comments	
7. DCFO/DFM Printed Name	DCFO/DFM Signature		Date
Approved	Disapproved		
≥ \$500K ONLY			
8. CFO/ASA Printed Name	CFO/ASA Signature		Date
Approved	Disapproved	Let's Discuss	
Additional Comments/Remarks			