



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

MEMORANDUM FOR

Stephen Kunze
Deputy Chief Financial Officer
and Director for Financial Management

THROUGH:

Gordon Alston
Director
Office of Financial Reporting, Internal Controls, and Travel

FROM:

Cecelia Kizer
Director
Travel Management Division

SUBJECT:

Revised Fiscal Year (FY) 2018 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 revised general report about the Department's conference activities and a description of all FY 2018 agency-sponsored conferences where the net expenses for the agency associated with the conference were more than \$100,000. The report is being revised due to the updated number of attendees and costs submitted by NIST, NOAA, and USPTO. All Bureau explanations for the variances are included in the package. However, while the total number of conferences remained at 15, the number attendees decreased from 1,243 to 1,126 and the net expenses decreased from \$3,688,261 to \$3,682,948.

I have reviewed the report and list of conferences and all information is accurate, and I recommend that you grant approval to post to the Department's website.

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

Attachments



Approved

Disapproved

4/16/19
Date

Fiscal Year (FY) 2018 Report on Conferences Sponsored by the Department of Commerce

Background

The Department of Commerce is committed, within current budget constraints, to enabling Commerce employees to participate in official conferences as required to meet the mission to support American businesses, create jobs, and strengthen the economy. Beginning in October 2011, the Department of Commerce began an in-depth review of conferences and related travel across the Department and developed a comprehensive process for gaining approval to sponsor, host, or attend conferences. The Department continued to focus its efforts on oversight of expenses related to Federally-sponsored and Federally-hosted conferences to ensure that all conference expenses were appropriate, necessary, and managed in a prudent manner, while acting as good stewards of taxpayer dollars and ensuring that our policy meets all Office of Management and Budget mandates and Federal Travel Regulations.

Conference Activity

Office of Management and Budget Memorandum M-17-08, Amending OMB Memorandum M-12-12, Promoting Efficient Spending to Support Agency Operations requires that by January 31 of each year, the agency shall report on conference expenses on a dedicated place on their official website that describes all agency-sponsored conferences from the previous fiscal year where the net expenses for the agency associated with the conference were in excess of \$100,000 and in addition, for any instances where the net expenses for an agency-sponsored conference exceeded \$500,000, the website shall include the agency designated official's rationale and approval. In FY 2018, the Department of Commerce sponsored 15 conferences in excess of \$100,000. The total net cost to the Department for these 15 conferences was \$3,682,948. All conferences held during FY 2018 related to accomplishing the Department of Commerce's mission to promote job creation, economic growth, and sustainable development to improve the standards of living for all Americans by working in partnership with business, universities, and the nation's workforce.