MEMORANDUM FOR Kim Darling,

Director, Finance Office/Comptroller

FROM: [*NAME*]

[*Line Office CFO/Staff Office Director*]

SUBJECT: Certification for [*Conference*] Actual Costs Validation

This memorandum is to certify that [*Line Office/Staff Office*] has completed its validation of conference costs for [*Conference*] occurring in Q[x], FY [xx].  Our validation revealed that there were [*x*] travelers and [x] local attendees at the [*Conference*]. The total cost for the *[Conference]* was[*total $ cost]*, including but not limited to exhibit costs and conference support costs.

I certify to the completeness and accuracy of the [*Conference*] costs as they are presented. Further, we have created and maintain files of all supporting documentation in a central location.  These files will be made available to the NOAA Finance Office upon request.

Attachments

NOAA Conference Costs Breakdown