**Conferences Equal To or Over $200,000:**

\_\_\_\_ Line/staff office has determined if the event is a FACA meeting; if the event is funded by a grant; and if the event is meets the five criteria to determine if the event is a conference, as defined by DOC Conference Policy.

\_\_\_\_ Line/staff office has utilized the Conference & Group Travel Decision Flow Chart to ensure they follow the proper process and get the necessary approvals.

**Pre-approval Process for Conferences Equal To or Over $200,000 which are Sponsored, Co-sponsored, Hosted or Co-hosted, or Attended Only**

\_\_\_\_ Conference Package consists of completed NOAA Group Travel Request, Conference Costs Breakdown, NOAA (DOC) Conference Checklist, Conference Agenda, Bureau Approval Form – Over $200K, and Conference Approval Transmittal Form.

\_\_\_\_ For conferences Over $500K the Conference Package must include the Auto-Pen Questions and the Secretarial Waiver/Approval. **Request these documents from** Conferences\_GroupTravel@noaa.gov

\_\_\_\_ Conference Package with Group Travel Request has been approved by the Line Office DAA or Staff Office Director and submitted to OCFO at least 75 days in advance of the preferred approval date. Please keep in mind early bird discounts on registration fees.

\_\_\_\_ If there are substantial changes made to the conference package after it has been pre-approved, such as date, location, or number of travelers, then an amended pre-approval package has been approved and submitted to Conferences\_GroupTravel@noaa.gov.

**Conference Actual Cost Determination**

Line/staff offices are responsible for compiling and verifying the actual costs for conferences.

\_\_\_\_ Line/staff office has utilized the “NOAA Conference Costs Breakdown” to determine the actual conference costs.

\_\_\_\_ Line/staff office will record the actual costs in the “DOC Conference Checklist” and provide the “DOC Conference Checklist” to OCFO.

\_\_\_\_ For conferences that are sponsored/co-sponsored and hosted/co-hosted the NOAA Conference Costs Breakdown with actual costs must be provided to OCFO within two (2) weeks of the end of the conference.

\_\_\_\_ If the actual conference costs exceed the $200,000 threshold, post approval from the Department was received.

\_\_\_\_ Line/staff office has requested and received all travel vouchers and documentation for all expenses which are not included on the travel vouchers, such as registration fees, receipts, and invoices. These documents were used to determine the actual conference costs.

\_\_\_\_ Line/staff office has ensured that only costs associated with the conference on the travel vouchers are included in the conference costs. Travel Vouchers may include other travel costs that are not associated with the conference.

\_\_\_\_ Line/staff office has ensured that the travel vouchers were adjusted for any meals provided as part of the registration fees. The information can be found at: Federal Travel Regulations §301-11.18: [http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p011.html/category/21868/#wp1204323](#wp1204323) .

\_\_\_\_ Line/staff office has conducted a review and verified that the actual cost spreadsheet contains information which is accurate and complete.

\_\_\_\_ The actual costs spreadsheet was completed within 2 weeks from the end of the conference.

**Conference Reporting Requirements**

\_\_\_\_ Line/staff office has reported proposed sponsored/co-sponsored, hosted/co-hosted, or attended conferences where the costs are expected to equal or exceed $200K net annually for the current fiscal year by October 30. Updates to the annual plan may be submitted on a quarterly basis. (This will be accomplished with a data call from OCFO.)

\_\_\_\_Line/staff office has provided Conference Title, Start Date, & End Date to OCFO 90 days prior to Conference Start Date for any conferences where the costs are expected to equal or exceed $200K net.

\_\_\_\_ Line/staff office has reported any sponsored/co-sponsored, hosted/co-hosted conference for which the cost to the government was over $20,000 with the date, location and number of employees attending within 15 days of the date the conference was held to the OCFO. This information will be submitted by the OCFO quarterly to the Department and it will be reported to the IG.