



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

May 14, 2019

MEMORANDUM FOR Bureau Chief Financial Officers

FROM: Stephen Kunze **STEPHEN KUNZE** Digitally signed by STEPHEN KUNZE
Date: 2019.05.14 13:39:39 -04'00'
Deputy Chief Financial Officer
and Director for Financial Management

SUBJECT: Updates to the Department of Commerce Conference
Pre-Approval Process

This memorandum provides updated information regarding the Department of Commerce Conference Pre-approval process. Attached are the required documents to submit annual plans and conferences for pre-approval. The DOC Conference Pre-approval Matrix changes the approval thresholds.

Below are the changes to the Departmental Conference Policy:

- The chief financial officer and assistant secretary for administration (CFO/ASA) is designated as the approving official for all held conferences with a cost of \$500,000 and greater, any conferences with potential optics, and any cost variances of 10% or greater on these conferences.¹
- The deputy chief financial officer and director for financial management (DCFO/DFM) is designated as the approving official for all held conferences with a cost greater than \$200,000 but less than \$500,000, any conferences with potential optics, and any cost variances of 10% or greater on these conferences.²
- Bureaus should submit their annual planned conferences for the upcoming fiscal year by September 30 each year. The plan should include recurring and non-recurring "Held/Hosted" conferences, but not "Attended Only" conferences. Recurring conferences will not require full conference packages and instead, will be evaluated against past data provided for approval.
- Non-recurring conferences and recurring conferences greater than \$500,000 will require full conference packages for review and approval according to the attached matrix.

We believe that the updated policy and processes will streamline the pre-approval process and will enhance your bureau's ability to manage its conference requirements.

¹ The term held refers to Federally-sponsored/co-sponsored and Federally-hosted/co-hosted conferences.

² The term held refers to Federally-sponsored/co-sponsored and Federally-hosted/co-hosted conferences.

If you have any questions about the policy or the process, please feel free to contact Cecelia Kizer, Director of Travel Management Division at ckizer@doc.gov or 202-482-9079 or Gordon Alston, Director, Office of Financial Reporting, Policy, Internal Controls, and Travel at galston@doc.gov or 202-482-0753.

Attachments:

- (1) Department of Commerce Annual Conference Plan
- (2) Department of Commerce Conference Checklist
- (3) Bureau Memo Template
- (4) Conference Pre-approval Matrix

cc: Tom Gilman
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Bureau Conference Points of Contact