



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



AUG 18 2009

## FINANCIAL MANAGEMENT MEMORANDUM 2009-069 (Vol. X.K)

To: Bureau Chief Finance Officers  
Bureau Assistant Directors for Administration  
Director, National Business Center

From: Daniel L. Fletcher,   
Director, Office of Financial Management

Subject: Conference Approvals and Reporting

The purpose of this Financial Management Memorandum (FMM) is to stress the importance of travel-related conference planning and to outline the reporting requirements.

Attached is a memorandum from the Assistant Secretary – Policy, Management and Budget regarding policies for conferences and meetings involving travel.

In the past, the Department of the Interior has received data calls from Senator Coburn's office requesting travel costs and other various costs related to sponsoring conferences. Specifically, the Senator has requested a list the conferences and cost of each conference hosted by Interior, the conference location, the date, and purpose.

Interior has had difficulty in responding to these requests in an accurate manner. The basic issue is that there is no centralized repository of Interior conferences in general, and the conference hosts are generally not tracking the type of information requested.

Based on GSA regulations and FMM issuances, conferences of 30 or more people have to be approved at the Assistant Secretary level and may not be delegated below the Deputy Assistant Secretary level. Effective immediately, a copy of all conference approval memoranda should be sent to the Office of Financial Management for central tracking purposes.

Attached is a sample sign-in sheet that should be used by conference coordinators to capture the information requested by Senator Coburn and others.

If you have any questions regarding this information or if you require additional information, please contact Robert Smith ([Robert\\_Smith@ios.doi.gov](mailto:Robert_Smith@ios.doi.gov)) on 202-208-5684.

Attachment

**Sign-in Sheet at Conference**

**Sponsor:** PMB Office ABC  
**Dates of Conference:** July 23-Jul 25, 2007  
**Location of Conference:** Denver, Colorado  
**Purpose of Conference:** Mandated EEO training for bureau EEO officers

Name *	Aqy:Bureau	Duty Station	No. of Nights in Hotel	Car Rental, # of Days	Travel Mode		If by Air, ticket cost
					If personal Car, List # of miles in total		
Jane Doe	BIA	Seattle, WA	3	4			\$275
Tim Important Person	OMB	DC	3	4			\$400
Joe Doe	BLM	Denver, CO	0	0	75		
Bill Smith	BLM	DC	4	0			
Jack Sprat	USFS	Portland OR	2	2			\$175
Jane Smith	POB	DC	3	3			

\* Not required for cost purposes but may be required for other purposes such as certification.

Video equipment  
 Motivation speaker

**Calculations**

Hotel 1/	Car 2/	POV 3/	Airfare 4/	Per Diem 5/	Registration fee	Other	Total cost
\$75	\$37	\$0.30			\$32	\$125	
\$225	\$0	\$0	\$275	\$128	\$125		
\$0	\$0	\$0		\$0	\$125		
\$300	\$0	\$0	\$350	\$640	\$125		
\$150	\$0	\$0	\$350	\$0	\$125		
\$225	\$0	\$0	\$400	\$0	\$125		
\$0	\$0	\$0	\$400	\$0	\$125		
						\$250	
						\$225	
<b>\$900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,775</b>	<b>\$768</b>	<b>\$750</b>	<b>\$475</b>	<b>\$4,668</b>

number attendees  
 with data sort can  
 figure out non-DOI

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- 1/ Conference sponsor know this
- 2/ Use GSA web for city's car rental cost/day
- 3/ Use GSA standard allowed mileage
- 4/ Use employees information or go to GSA and determine cost from that City. Can sort data by duty station to determine like cities
- 5/ Use GSA per diem. If conference provides food, adjust accordingly. Formula adds one day in total (1/2 day each way)

Name	Bureau	Duty Station	Email address	No. of Nights in Hotel	Car Rental? # of Days	If personal Car, List # of miles in total	If by Air, ticket cost	GSA flight cost
Bill Smith	BLM	DC						350
Jane Smith	POB	DC						350
Joe Doe	BLM	Denver		0		75		
Jane Doe	BIA	Seattle, WA		3	4		\$275	