

INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** This chapter provides guidance on the management of conference-related activities for Indian Affairs (IA). This policy complies with the U.S. Department of the Interior (DOI) policy and guidance, and emphasizes internal control requirements over conference activities.
- 1.2 Scope.** This policy applies to all conferences held under the authority of the Assistant Secretary - Indian Affairs (AS-IA), including those hosted by the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).
- 1.3 Policy.** It is the policy of IA to comply with all government-wide and Departmental requirements regarding conference planning, and implement sound financial management practices in such planning. All conferences must be approved by the Deputy Assistant Secretary – Indian Affairs (Management) (DAS-M); Director, BIA (DBIA); Director, BIE (DBIE); or the Department, as appropriate. Each bureau and office is required to implement and maintain internal controls for conference activities and spending.
- 1.4 Authority.**
 - A. Statutes and Regulations.**
 - 1) P.L. 97-255, Federal Managers’ Financial Integrity Act (FMFIA) of 1982
 - 2) P.L. 113-76, Consolidated Appropriations Act, 2014
 - 3) P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015
 - 4) 5 CFR § 410.404 – Determining if a conference is a training activity
 - 5) 41 CFR 301-50 – Arranging for Travel Services
 - 6) 41 CFR 301-74 – Conference Planning
 - B. Guidance.**
 - 1) Executive Order 13589 – Promoting Efficient Spending, November 9, 2011
 - 2) OMB Memorandum M-11-35, Eliminating Excess Conference Spending and Promoting Efficiency in Government, September 21, 2011
 - 3) OMB Memorandum M-12-12, Promoting Efficient Spending to Support Agency Operations, May 11, 2012

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- 4) OMB Circular A-123, Management's Responsibility for Internal Control, Revised December 21, 2004
- 5) DOI FMM 2015-010 (Vol. VI.B): Revised Authorization and Reporting Guidance on Conference-Related Activities and Spending, March 12, 2015
- 6) DOI FMM 2014-011 (Vol. X.A): Issuance of Revised TDY Travel Policy, March 14, 2014
- 7) 205 DM 15, Travel and Transportation

1.5 Responsibilities.

- A. **DOI, Office of Financial Management (PFM)** is responsible for reviewing and deciding whether to approve conferences with an estimated cost of \$40,000 or more.
- B. **Office of the DAS-M** is responsible for the development and implementation of conference-related policies and procedures, facilitating compliance with government regulations, and providing oversight, monitoring, and reviews for conference-related activities. The DAS-M is the Conference Approver for the offices of the AS-IA, including the Principal Deputy Assistant Secretary (PDAS), DAS-M, and Deputy Assistant Secretary –Policy and Economic Development. This responsibility cannot be re-delegated.
- C. **IA Chief Financial Officer (CFO)** is responsible for working with IA management to establish effective conference-related internal controls, policies, and procedures.
- D. **Division Director, Internal Evaluation and Assessment (DIEA)** is responsible for reviewing the effectiveness of IA conference-related internal controls and procedures.
- E. **Director, BIA** is the Conference Approver for BIA. This responsibility cannot be re-delegated.
- F. **Director, BIE** is the Conference Approver for BIE. This responsibility cannot be re-delegated.
- G. **Conference Approvers** are responsible for:
 - 1) Reviewing Conference Request Packages (CRPs) for completeness, accuracy, cost effectiveness, relation to mission, and compliance with policies and directives;

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- 2) Approving or denying all conference requests up to \$40,000 within their respective bureaus or offices;
- 3) Ensuring all conference-related activities within their bureau are directly in support of the organization's mission and consistent with DOI policy;
- 4) Ensuring attendance and expenses are limited to the levels required to carry out the mission of the conference;
- 5) Ensuring CRPs with an estimated cost of \$40,000 or more are submitted to the IA Liaison;
- 6) Designating a Conference Coordinator to perform the duties established under Section 1.5 H.

H. Conference Coordinators (CCs) are responsible for:

- 1) Reviewing CRPs for completeness and submitting to the appropriate Conference Approver;
- 2) Recommending approval or disapproval to the Conference Approver;
- 3) Submitting CRPs exceeding \$40,000 to the IA Liaison for PFM approval;
- 4) Coordinating with the Conference Requestor to track conference activity and spending;
- 5) Submitting the annual plan and quarterly updates to the IA Liaison;
- 6) Submitting conference reports to the IA Liaison.

I. IA Liaison reports to the DAS-M and is responsible for coordination and communication between IA and DOI for conference planning and approvals; compiling input for annual plans and quarterly updates; and submitting such plans to DOI.

J. Conference Requestors (CRs) are responsible for developing and submitting the CRP to the CC. Within ten (10) days after the end of the conference, CRs must update the forms listed below with actual conference costs and submit to the CC.

- 1) *Checklist for Evaluation of Proposed Conference* (Attachment 1);
- 2) *Multiple City Cost Analysis Worksheet* (Attachment 2); and
- 3) *Conference Attendee Cost Worksheet* (Attachment 3).

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K. IA employees attending a conference will designate “conference attendance” on their travel authorization for their trip purpose. This includes attendance at any conference, whether sponsored by DOI or another entity.

1.6 Conference Request Proposal Process

A. CRP Approval.

- 1) Before initiating a CRP determine whether the event is a conference (See Attachment 4).
- 2) Before submitting a CRP, the CR shall obtain written approval from their first line supervisor or manager.
- 3) After receiving approval, the CR shall complete the CRP and submit it to the CC.
- 4) The CC shall review the CRP for completeness, and then submit it to the Conference Approver for approval.
- 5) If the Conference Approver needs additional information, or denies the CRP, the CC will forward such request to the CR or its Bureau/Office, as appropriate.
- 6) If approved and the estimated cost of the conference is less than \$40,000, the CC shall communicate such approval to the CR.
- 7) If approved by the Conference Approver and the estimated cost of the conference is more than \$40,000, the CRP will be passed to the IA Liaison, who will then forward the CRP to PFM for approval.
 - a. If approved, the IA Liaison must communicate such approval to the CR.
 - b. If disapproved, the IA Liaison must communicate disapproval to the CR, and work with the CR on correcting errors that may have led to the disapproval.

B. Creating a CRP

- 1) CRP Package Contents.

CRPs must include the following completed forms and documents:

- a. *Checklist for Evaluation of Proposed Conference*;
- b. *Multiple City Cost Analysis Worksheet*;
- c. *Conference Attendee Cost Worksheet* (estimated);
- d. Meeting agenda (tentative);

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- e. Request to Exceed Maximum Lodging Per Diem (*Optional*; see section 1.6(A)(2)(a)(i)); and
- f. Request for Sponsorship (*Optional*).

2) Costs and Expenses.

Gross Conference Expenses. Gross conference expenses include all direct and indirect (associated) conference costs paid by IA, whether paid directly or reimbursed by IA to travelers or others associated with the conference.

Conference expenses include: travel and per diem expenses; use of rooms for official business; audiovisual use; light refreshments;¹ registration fees; ground transportation; and other expenses as defined by the Federal Travel Regulations including: preparation and planning expenses, sponsorships, advertising, conference set-up, and speaker fees (See Attachment 5).

a. Per-Diem. IA employees and invitational travelers shall not incur lodging costs in excess of GSA maximum lodging per diem. Exceptions may be made where exceeding the maximum lodging per diem is in the best interest of the Federal Government. Requests to exceed the maximum lodging per diem must be made in writing, in advance of the travel, be approved by the employees appropriate travel approver, and be approved by the Conference Approver, and be included in the CRP.

b. Sponsorships. Sponsorship, membership, support, or advertising that is less than \$10,000 requires approval by senior bureau management. Sponsorships exceeding \$10,000 must be approved by the DAS-M. Sponsorship requests must be in writing and be included in the CRP. Requests must include the following:

- i. Name, date, and location of the conference;
- ii. Amount of the sponsorship;
- iii. Benefits or services provided with the sponsorship (e.g., free attendance by some number of attendees, logo posted on the website, meals, etc.);
- iv. Sponsoring entity's identity;
- v. Funding source; and
- vi. Narrative demonstrating why sponsorship is consistent with the purpose of the appropriation and in the best interest of the Department and taxpayers. The narrative should include the history of sponsorship with the entity.

Sponsorship requests will be reviewed using the following criteria:

¹ The legality of decisions to provide light refreshment should be determined by the Solicitor's Office on an event by event basis.

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- Sponsorship contributes materially to the mission of the Department or bureau and advances a specific initiative, priority or program;
 - Does not imply or commit IA to costs for travel, per diem, or lodging above the government rate;
 - Provides benefits that are not realized with the attendance of IA employees at the conference;
 - Supports cooperative efforts and/or partnerships with other Federal agencies, states, Tribes, and non-governmental entities; and
 - Demonstrates compliance with Federal acquisition or financial assistance requirements.
- 3) **Space Usage.** IA or other Federal Government-owned space shall be used for conference purposes whenever practicable and cost-effective. If a bureau or office does not plan to use Federal Government-owned space, the CRP **must** include a justification.
- 4) **Appropriate Use of Federal Funds.** All IA organizations must be sensitive to, and knowledgeable about, the appropriate use of Federal funds, including ensuring all plans are legal and appropriate relating to food and other expenses. Consequently, all funds shall be obligated and expended only **after** the conference is approved.

1.7 Conference Reporting.

- A. General.** Federal reporting requirements mandate that DOI capture actual costs for conferences hosted by DOI and its bureaus and offices that are anticipated to cost \$20,000 or more, and conferences attended (i.e., hosted by an entity other than DOI) that are anticipated to cost \$100,000 or more. Actual conference costs must be reported for hosted meetings costing \$20,000 or more, and reported for all conferences costing \$100,000 or more.
- B. DOI Hosted Conferences: \$20,000 or more.** Details of hosted conference activities costing more than \$20,000 shall be submitted to the PFM within 15 days after the end of a conference. CRs must prepare and submit the conference detail information to the CCs within 10 days after the end of the conference. This should be done by updating the CRP with any changes or updates to the full name of the conference, dates, location, actual net costs, and number of Federal employees attending the conference.

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C. DOI Attended Conferences: \$100,000 or more. The IA Liaison shall report to PFM all conferences in excess of \$100,000, information on waivers issued, and net conference spending for the Fiscal Year (FY). The report must also include:

- 1) A description of each agency-sponsored conference;
- 2) Location(s);
- 3) Date(s);
- 4) The total number of individuals whose travel expenses or other conference expenses were paid by IA;
- 5) Total expenses for each conference;
- 6) A narrative as to how each conference advanced the DOI's mission.

D. Annual Plan. IA must maintain an annual plan of anticipated conference activity for each FY. The plan is to be submitted to PFM by **October 31** and updated as plans change throughout the year. On a quarterly basis, the three IA CCs (for DAS-M, BIA, and BIE) will collaborate with the IA Liaison to consolidate all conference activities into the annual plan and maintain any updates. Updates to the plan will be provided quarterly to PFM. The annual plan should include all conferences IA plans to host with estimated costs of \$20,000 or more.

1.8 Use of Conference Fees.

AS-IA, BIA, and BIE must have statutory authority to charge a fee for conferences. If an agency has authority to charge a fee, it may not retain and use the amounts collected without statutory authority. Determination will be made during the submission of the CRP.

1.9 Conferences Outside the Allowable Limits.

Collectively, DOI and its bureaus and offices are not to incur net expenses greater than \$500,000 on a single conference, including conferences hosted or sponsored by DOI or its bureaus, and those hosted or sponsored by other entities. Reimbursements from other Federal entities should not be deducted from the total conference cost when deriving a net expense amount.

- 1) If exceptional circumstances exist, the Secretary may provide a waiver from this policy based on the compelling purpose and unique circumstances of the conference in question. A case must be made for the cost-effectiveness of the conference relative to alternative ways to achieve the mission-related benefits.
- 2) A waiver request must be received 90 days prior to the proposed conference or prior to the obligation of funds for the conference, including securing services

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for planning the conference or securing a venue. The request should include:

- a. The rationale for considering the conference in question as having exceptional circumstances and a compelling purpose;
- b. Demonstration the conference is the most cost-effective option to meet mission needs; and
- c. The signature of the bureau or office Bureau Procurement Chief who has validated that contracting actions for the conference are compliant with Federal Acquisition Regulations (FAR), as appropriate.

1.10 Non-Federal Attendee Travel Restrictions.

A. General. IA shall abide by the general rule that an appropriation may not be used for non-Federal employee travel, transportation, and subsistence expenses for a meeting. Specifically, 31 U.S.C. § 1345, “Expenses of Meetings”, applies to our appropriations and states that, “...except as specifically provided by law, an appropriation may not be used for [non-Federal employee] travel, transportation, and subsistence expenses for a meeting.” Therefore, as a general principle, appropriated funds cannot be used to pay the expenses of persons who are not Federal employees, unless it falls under an exception listed under 1.10B of this policy.

B. Exceptions. There are two exceptions to the general rule prohibiting the use of appropriated funds to pay travel expenses of non-Federal employees.

- 1) **Limited Procurement Exception.** An agency may contract for various conference-related services, including services related to external presentations. Contractors may, but are not required to, utilize subcontractors for the purpose of providing such services, and the contractor may incorporate allowable costs (including travel expenses) into its price for these services. In addition, contractors, through their employees or subcontractors, must provide a deliverable (e.g., a speech, presentation, or other specific role) and are responsible for selecting the individuals (their employees or subcontractors) who will provide such services. The contracting officer should solicit input from the program office, which may have final approval over a list of topics and presenters if required by the contract. Various allowable contract costs (including travel) may be properly included in the contractor’s price for the deliverable in question. The limited procurement exception may not be used to pay for non-Federal employees to simply attend an event, even if they might say something during the event. Contracting officers should work closely with the Office of the Solicitor on specific language for such contracts.

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- 2) **Grant Funds.** Reasonable and allocable travel costs may be charged to a grant by the grantee. See 2 CFR § 200.474. Where authority exists, agencies may supplement terms and conditions of the grant to require grantees to use grant funds to travel to events.

Approval



James N. Burckman
Acting Deputy Assistant Secretary – Indian Affairs (Management)

3/30/16
Date

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Note: First three attachments can be downloaded from the DOI PFM website:
<http://www.doi.gov/pfm/policy.cfm>

Please download the attachments from the website, and then print and/or save to your computer in order to complete the documents

Attachment 1 – DOI Checklist for Evaluation of Proposed Conference

Bureau(s) / Office(s) Participating: Lead and Others to Participate:	Lead Bureau	Other Bureau	Lead Office	Other Office
Name and Contact Information of Conference Planner:	Contact Name	Contact Email	Contact Phone	
Conference Title/Subject:				
Location City/State and Facility:				
Date(s):				
Purpose/Objective:				
How is this conference listed in your annual plan?				
Estimated Number of Participants (Total/DOI):				
Estimated Cost (Include Cost Analysis Worksheet)				
Conference	Travel	Sponsorship	Other	Total

General Conference Review

1.	Have Attendees recently attended similar conferences? Note redundancy vs. supplementary / complementary event.	Yes	No	Comments
2.	Have the appropriate attendees been selected? (minimum necessary to complete mission)	Yes	No	Comments
3.	Is the location within allowable per diem limits?	Yes	No	Comments
3a.	If not, have all requirements to authorize the conference lodging allowance been completed? (Include waiver)	Yes	No	Comments
4.	Will meals be provided at conference? If so provide details and justification.	Yes	No	Comments
5.	Have appropriate procedures to decrease per diem for provided meals been put in place?	Yes	No	Comments

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Attachment 1 - Checklist for Evaluation of Proposed Conference (continued) Hosted or Co-Hosted Conference Planning (disregard this section if not hosting)

6.	Is the length and content of conference appropriate? (Include agenda)	Yes	No	Comments
7.	Do the conference and associated sponsorship meet acquisition and legal requirements? (i.e., have appropriate solicitor and/or acquisition personnel been consulted?)	Yes	No	Comments
8.	Has pre-approval been granted for sponsorship, membership, support, or cooperative agreements? (include approval)	Yes	No	Comments
9.	Were alternative conference locations considered? (Include cost comparison with at least three alternative locations)	Yes	No	Comments
10.	Was least costly location selected? If not, provide justification.	Yes	No	Comments
11.	Was a Government facility selected? If not, provide justification.	Yes	No	Comments
12.	Is fee or cost appropriate for conference venue?	Yes	No	Comments
13.	Was the use of video-conferencing technology considered for this conference?	Yes	No	Comments
14.	Is a meeting/event planner to be used; at what cost?	Yes	No	Comments
15.	Was review completed to ensure planner does not receive kick-back?	Yes	No	Comments
16.	Are the fees paid to speakers appropriate?	Yes	No	Comments
17.	Are speakers appropriate for objective of conference?	Yes	No	Comments
18.	Were speaker's credentials verified and suitability checked?	Yes	No	Comments

Bureau Reviewer Name	Bureau Reviewer Signature	Date
Assistant Secretary Name	Assistant Secretary Signature	Date
PFM Reviewer Name	PFM Reviewer Signature	Date

#16-15, Issued: 3/30/16

Replaces #12-20, Issued: 11/7/12

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Attachment 1 - Checklist for Evaluation of Proposed Conference (continued)
Hosted or Co-Hosted Conference Planning
(disregard this section if not hosting)

PFM Reviewer's Conclusion (Recommend Approval, Disapproval, or Other Action by Deputy Assistant Secretary-BFPA)		
Deputy Assistant Secretary-BFPA Approval Signature (under \$100,000)	Deputy Assistant Secretary-BFPA Disapproval Signature	Date
Deputy Secretary Approval Signature (over \$100,000)	Deputy Secretary Disapproval Signature	Date

#16-15, Issued: 3/30/16

Replaces #12-20, Issued: 11/7/12

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Attachment 2 – DOI Multiple City Cost Analysis Worksheet

ATTENDANCE (attendees with costs paid by DOI)	ATTENDEES
Department of the Interior employees (specify number and bureau here, i.e., 1nps, 2blm)	
Non-Department of the Interior government employees (specify number and agency)	
Invitational Travelers	
TOTAL ATTENDEES	

ESTIMATED TRAVEL COSTS (paid by DOI)	(city, state) (per diem rate)	(city, state) (per diem rate)	(city, state) (per diem rate)
Total number of travelers at each location			
Airfare (average airfare x travelers)			
POV (rate x mileage x travelers)			
Lodging (local rate x travelers x nights)			
M&IE (local rate x travelers x days)			
Rental car / Shuttle			
TOTAL TRAVEL COSTS:			

ADMINISTRATIVE COSTS	(city, state) (per diem rate)	(city, state) (per diem rate)	(city, state) (per diem rate)
Registration fees			
Sponsorships			
Hire of rooms for official business			
Audiovisual use			
Advertising			
Conference set-up			
Light refreshments			
Preparation and planning expenses			
Other			
TOTAL ADMINISTRATIVE COSTS:			

TOTAL COST (TRAVEL + ADMINISTRATIVE):	
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NOTES:

- (1) If least costly city is not selected provide a written justification for selecting a more costly option.
- (2) If conference is not being hosted or co-hosted then provide costs for conference location.
- (3) For travel section, replace the words in parenthesis with the numbers used in your computation.
- (4) If "Other" costs are identified, specify what exactly is included in these costs.

Attachment 4 - Typical Meetings and Events That are Not Conferences

The following meetings and events are not considered conferences and are exempt from the request, approval, and reporting requirements of the policy. They are based on the travel purpose codes as outlined in Appendix C to Chapter 301 of the FTR. Therefore, any travel authorized for such meetings/events should apply the relevant codes (travel to conferences should be coded as: Conference - Other Than Training).

A. Mission (Operational):

1. Federal Employee's day-to-day operational or managerial activities that may in certain instances involve limited travel.
2. Hearings such as before governing oversight boards, appeals boards, courts, etc.
3. Site and Technical Assistance visits of a specific site or series of sites to fulfill a specific program's oversight or assistance requirements.
4. Inspections of a specific site or series of sites to fulfill a specific program's oversight requirements.
5. Audits to fulfill a specific oversight or enforcement requirements.
6. Investigations to fulfill a specific oversight or enforcement requirement.
7. Examinations to fulfill a specific oversight or enforcement requirements.
8. National / Federal Advisory Council meetings, such as *Tribal - Interior Budget Council (TIBC)* and *Self-Governance Advisory Committee (SGAC)*.
9. General staff meetings that are a daily or regular occurrence and within the normal course of business [that may in certain instances involve limited travel], such as a meeting that takes place bi-weekly to discuss the previous week's events and/or where certain employees from another region attend to weigh in on the specific topic.
10. Program Review/Kickoffs if with a specific grantee or contractor regarding a specific program, grant, or contract.
11. Peer Review meetings if conducted to fulfill a statutory requirement to review grant application.
12. Evaluation Panel meetings if conducted to fulfill regulatory requirement to evaluate contractor proposals.
13. Solicitation / Funding Opportunity Announcement Review Board meetings between the awarding agency and only those individuals selected to serve on a particular review board.
 - i. Industry Days, Pre-solicitation, and Pre-proposal conferences, to the extent they involve official Federal attendee travel, are considered conferences.
14. Tribal Compact or Contract Negotiation meetings if held with one Tribe or Confederation of Tribes regarding that Tribe's specific compact or contract.
15. Trade or Third-Party/International Negotiations regarding a specific agreement.
16. Scientific meetings with a specific investigator or investigating team regarding a specific item, area of scientific inquiry, or public health need.

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Attachment 4 - Typical Meetings and Events That are Not Conferences (continued)

B. Special Agency Mission:

1. Security missions conducted for specific, programmatic purposes.
2. Emergency response/recovery such as civil disobedience, natural disasters, evacuation, catastrophic events.
3. Technical assistance or regulatory oversight or monitoring meetings to fulfill a specific program's oversight, monitoring, or training requirements such as to send subject matter experts to state, local, and international sites to provide and share expertise in disease intervention, public health practices, research, etc.
4. Evaluations such as to fulfill a specific program's oversight or monitoring requirements.
5. Assessments such as to fulfill a specific program's oversight or monitoring requirements

C. Training (Non-Conference):

1. Classroom or instructor based certification and/or job training of federal staff to become proficient or qualified in one or more areas of responsibility.
2. Classroom or instructor based certification and/or job training of federal staff to receive instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields.

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Attachment 5 - Conference Expenses and Reporting Requirements

- A. Conference Expenses. The following outlines the expenses included and used to determine the total estimated cost of each conference based on the respective types of conference requests and to the extent the bureau/office funds will be used for such expenses:
1. Bureau/Office Hosted, Sponsored, or Co-Sponsored Conferences
 - a. Contractor costs (e.g. for planning, supporting, administering, aiding in logistics, documenting, etc.)
 - b. Amount of the grant or an agreement associated with the conference
 - c. Venue Costs (hire of rooms)
 - d. Audiovisual costs
 - e. Speaker Fees
 - f. Printing Costs
 - g. Promotional Marketing
 - h. Training Materials
 - i. Exhibit Costs
 - j. Any food or beverage costs (see the January 3, 2012 policy on the Use of Appropriated Funds for Food)
 - k. Federal Employee travel and per diem expenses
 - l. Non-Federal Attendee travel and per diem expenses
 - m. Registration Fees
 - n. Other costs (ground transportation, shipping, supplies, etc.)
 2. Bureau/Office Attended Conferences (those hosted by another Bureau, Department, Federal Agency, or non-Federal organization)
 - a. Any miscellaneous costs to be funded for the conference (exhibit fees, ground transportation, shipping, printing, supplies, etc.)
 - b. Federal Employee travel and per diem expenses
 - c. Non-Federal Attendee travel and per diem expenses
 - d. Registration fees
- B. M-12-12 Annual Report Requirements. In developing the M-12-12 annual report, the following information must be included for each conference included in the report:
- a. The name or title of the conference
 - b. The location of the conference to include:
 1. Venue name
 2. City
 3. State, or Country if international
 - c. The date(s) of the conference

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Attachment 5 - Conference Expenses and Reporting Requirements (continued)

- d. The purpose of the conference to include a brief explanation how the conference advanced the mission of the agency
 - e. The total conference expenses incurred by the Bureau/Office for the conference
 - f. The total number of attendees
 - g. The total number individuals whose travel expenses or other conference expenses were paid by the agency
 - h. If applicable, a description of the exceptional circumstances as approved by the Secretary that necessitated exceeding \$500,000
- C. Annual OIG Report Requirements. In developing the annual report to the OIG, the following information must be included for each conference included in the report:
- a. The name or title of the conference
 - b. The location of the conference to include:
 - 1. Venue name
 - 2. City
 - 3. State, or Country if international
 - c. The date(s) of the conference
 - d. The purpose of the conference to include a brief explanation how the conference advanced the mission of the agency
 - e. The total conference expenses incurred by the Bureau/Office for the conference
 - f. A breakout of the costs for:
 - 1. contractor support
 - 2. any audio-visual services
 - 3. any food or beverages (which should be \$0, see the January 3, 2012 policy on the Use of Appropriated Funds for Food)
 - 4. Federal attendee travel, per diem, and registration
 - 5. non-Federal attendee travel, per diem, and registration
 - g. The total number of attendees
 - h. A discussion of the methodology used to determine which costs relate to the conference
 - i. A description of the contracting procedures used including discussions of:
 - 1. whether contracts were awarded on a competitive basis
 - 2. any cost comparison conducted by the Bureau/Office in evaluating potential contractors for the conference