



United States  
Department of  
Agriculture

Office of Chief  
Financial Officer

1400 Independence  
Ave, SW  
Washington, DC  
20250

**DECISION MEMORANDUM FOR THE ASSOCIATE CHIEF FINANCIAL OFFICER**

**TO: Eric D. Still**  
Associate Chief Financial Officer  
Financial Policy and Planning  
Office of the Chief Financial Officer

**FROM:** .....  
.....

**SUBJECT:** Request for Exception to Policy Approval for an Event has a 20% or more increase expense amount on the FY...-Qtr... Annual Conference Plan.

**ISSUE**

The (Agency.....) is requesting an exception approval to (attend/host) the (event name) in (City), (State or Country). The (Conference/training) will be held from (enter the date).

**DISCUSSION**

USDA policy requires agencies and staff offices to obtain an exception approval if the event was pre-approved, and there is a substantial increase in the estimated expenses equal to or bigger than 20% on the annual plan, and to submit an approval memorandum and Locality Cost Worksheet (LCW) to the ACFO for an ‘exception to policy’ approval..

The estimated expenses for this event is (\$...), which include airfare (\$.....); local /TDY transportation expenses (\$...); miscellaneous travel expenses (\$.....); lodging (\$.....); M&IE (\$...); audiovisual (\$...); room rental (\$.....); light refreshments (\$.....); speaker / trainer Fees (\$.....); registration fees (\$.....); promotional material (\$.....) and other cost (\$.....)

The estimated salary and benefits cost are (\$.....). The projected average cost per attendee without salaries for the event is (\$.....) or (\$.....) per day.

**RECOMMENDATION**

Approve the (event name) in (City), (State or Country) to be held (Date), with approximately (number) agency participants with an estimated cost of (\$.....). Once signed, return the documents to the OCFO FPD at [TPM@usda.gov](mailto:TPM@usda.gov); FPD will forward the approved document to agency conference POC to upload into the AgCMS for final approval processing.

**DECISION BY THE ASSOCIATE CHIEF FINANCIAL OFFICER**

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Discuss with me: \_\_\_\_\_