



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 not on the 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

AgCM Policy Memorandum requires agencies and staff offices to obtain an exception approval because the event was not approved on the annual plan, and to submit an approval memorandum and Location Cost Worksheet to the OCFO 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; 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: _____