



**DECISION MEMORANDUM FOR DEPUTY SECRETARY**

United States  
Department of  
Agriculture

**TO: Xochitl Torres Small**  
Deputy Secretary

Office of Chief  
Financial Officer

**THROUGH: Lynn Moaney**  
Deputy Chief Financial Officer

1400 Independence  
Ave, SW  
Washington, DC  
20250

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

**FROM:** .....  
Mission Area Under Secretary

**SUBJECT:** Waiver Request for Hosted Event with Costs in Excess of \$450,000

**ISSUE**

The ..... is requesting waiver approval to ..... the Conservation Training event in ..... from .....through ....., 20....

**DISCUSSION**

USDA policy requires agencies and staff offices to obtain Deputy Secretary approval for a waiver to attend, host, or sponsor events where the estimated expenses exceed \$450,000. The included request documents are for an event with an estimated expense of ..... for ..... attendees, which was approved as part of the .....Service Agency's FY20.../Qtr....annual conference plan.

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 DEPUTY SECRETARY**

Date:

Approved:

Disapproved:

Discuss with me: