

CONTROLLER ALERT: Public Reporting of Federal Conferences

Controller Alerts are designed to bring your attention to emerging financial management issues that may require agency attention or action. These Alerts are intended to make sure that the Chief Financial Officer (CFO) community is aware of key issues where the Office of Management and Budget (OMB) believes further action may be warranted, but do not constitute official guidance or include specific tasks for agencies beyond consideration of appropriate steps to address the issue.

The following Controller Alert serves as a reminder to Federal agencies of upcoming reporting requirements on Federal conferences.

Public Reporting of Federal Conferences

Building on the Administration's efforts to eliminate wasteful and inefficient spending, OMB issued [Memorandum-12-12](#), "Promoting Efficient Spending to Support Agency Operations," in May 2012, which established additional controls over conference spending. This memorandum included a requirement for reporting of conference expenses on each agency's website starting January 31, 2013. This alert reminds agencies of this upcoming deliverable, and provides additional clarification.

Per [Memorandum-12-12](#), agencies will begin reporting on their official website, on January 31, 2013 and each subsequent year, conference expenses in excess of \$100,000 from the previous fiscal year. The agency head must provide a description of all agency-sponsored conferences where the net expenses for the agency associated with the conference were in excess of \$100,000. This description shall include:

- the total conference expenses incurred by the agency for the conference;
- the location of the conference;
- the date of the conference;
- a brief explanation how the conference advanced the mission of the agency; and
- the total number of individuals whose travel expenses or other conference expenses were paid by the agency.

In addition, the website shall include information about the net conference expenses for the fiscal year incurred by that agency as well as a general report about conference activities throughout the year. Accordingly, the website should include information on the activities agencies have taken to reduce conference spending and the controls agencies have enacted to ensure conferences are reviewed and approved at an appropriate level. It should also include agency-wide information about the size and scope of conference spending throughout the year.

Finally, for any instances where the net expenses for an agency-sponsored conference exceeded \$500,000, the website shall include notice of the agency head's waiver, identifying the exceptional circumstances that necessitated exceeding this threshold. Once the website is populated with the conference information, we request agencies email the link to Regina Kearney (rkearney@omb.eop.gov) and John Karner (john.karner@cfoc.gov).

For this first report, agencies are encouraged to include information on conferences for all of Fiscal Year 2011. However, if agencies did not centrally track the information required above prior to the issuance of Memorandum-12-12, this year's report may cover information only for the period from May 11, 2012 (the date of issuance of Memorandum 12-12) through the end of the fiscal year.

If you have any questions regarding this alert, please contact Regina Kearney (rkearney@omb.eop.gov) or John Karner (john.karner@cfoc.gov).