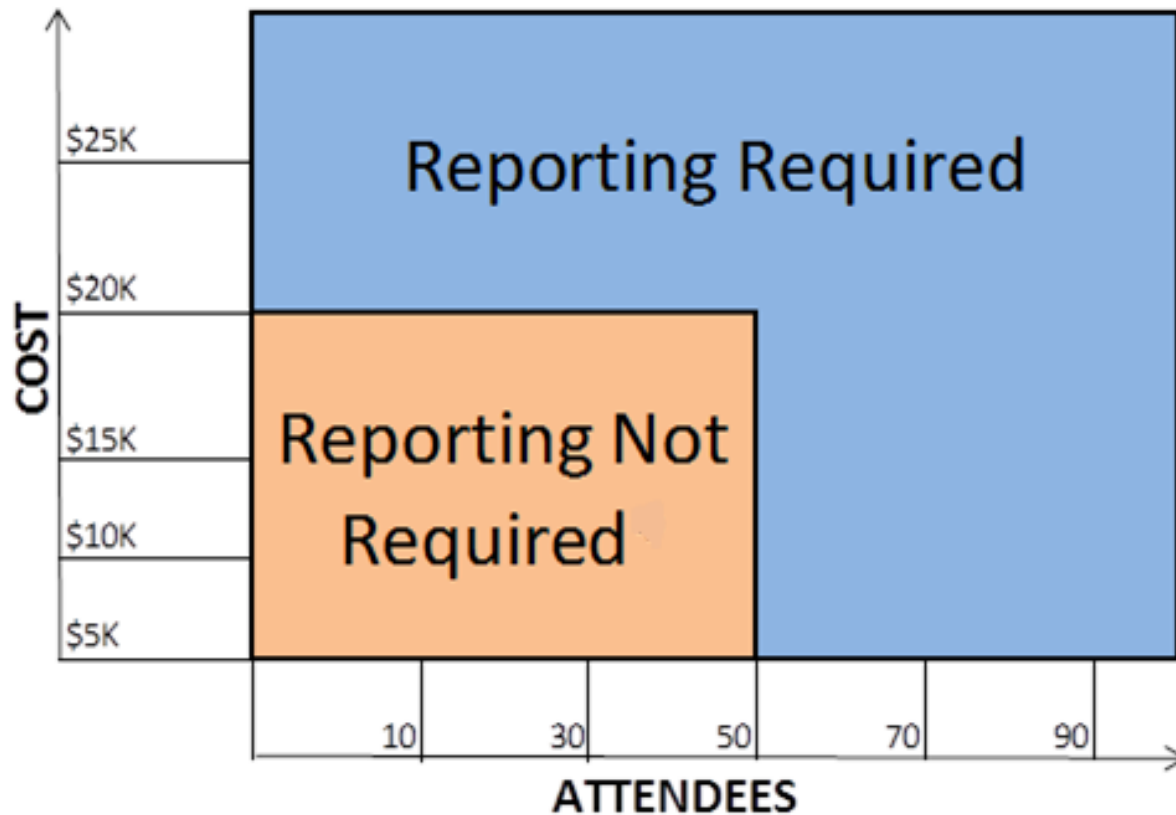


# Post Conference Reporting



# When is reporting necessary?



# 4 Main Components

**Travel Cost Request  
Form (TCRF)**

**5 Days**

**Form 10089b**

**15 Days**

**Travel Summary  
Report (TSR)**

**40 Days**

**Form 10089a**

**45 Days**

# 10089b

- ▶ Yes, “b” comes before “a”
- ▶ AKA “Post Conference Certification Form” (PCCF)
- ▶ Due 15 days post event
- ▶ Captures basic event information
  - Whenever possible, use info exactly as it appears on Approved CP
- ▶ Must be signed by RCE
- ▶ Naming Convention: Conference Package (CP)# or EMAP ID plus document title
  - Example: “5418\_10089b”

Department of Veterans Affairs		RESPONSIBLE CONFERENCE EXECUTIVE (RCE) POST-CONFERENCE CERTIFICATION FORM	
<b>Must be completed and submitted no later than 15 DAYS after final day of conference</b> <i>Conference Planning, Execution and Oversight</i>			
CONFERENCE TITLE <i>(Must match title provided in Conference Packet and Final Conference Report)</i>			
START DATE OF CONFERENCE	END DATE OF CONFERENCE	LOCATION OF CONFERENCE	NUMBER OF VA EMPLOYEES ATTENDING CONFERENCE
SIGNATURE OF RESPONSIBLE CONFERENCE EXECUTIVE (RCE)			DATE
<b>Note:</b> This form serves to document all of the required information needed to comply with P.L. 113-6 § 3003 and P.L. 113-46 § 119. Specifically, the VA must report all the following information on all conferences greater than \$20,000 to the OIG within 15 days of the conference. Information required is: Dates of Conference, Location of Conference, and the Number of Employees attending the conference.			

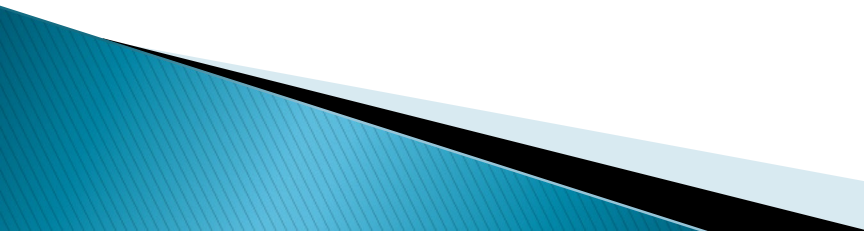
# 10089a

- ▶ AKA “Final Conference Report” (FCR)
- ▶ Due 45 days post event
- ▶ Captures final event costs
- ▶ Must be signed by the RCE
- ▶ Page 2 contains additional information/instructions
- ▶ Naming Convention: CP# or EMAP ID plus document title
  - Example: “5418\_10089a”

Offices and Administration  
 -Conference Title: Enter  
 -Conference Purpose: Ex  
 -Location: Enter the Loc  
 -Conference Start/End D  
 -VA employees, contra  
 -Total: This must incl  
 -Brief Explanation of  
 -Administration:  
 -1. Was the Post-Co  
 -2a. Was Spending  
 -2b. Did the scope  
 -description at  
 -3a. Was any Con  
 -3b. Were Contr  
 -3c. Provide a I  
 -3d. List Comp  
 -4. Provide th  
 -Meals & Inc  
 -reportin  
 -Lodging: I  
 -Per Diem:  
 -is rep  
 -Transport  
 -trave  
 -Other T  
 -(if a  
 -con  
 -Total:  
 -Food  
 -Room  
 -A/V  
 -Co  
 -B  
 -E

Department of Veterans Affairs		FINAL CONFERENCE REPORT			
<i>NOTE: Due to CTMRO, no later than 45 days following the conference. (Instructions on page 2)</i>					
ADMINISTRATION/STAFF OFFICE			CONFERENCE TITLE		
CONFERENCE PURPOSE			LOCATION OF CONFERENCE		
CONFERENCE START DATE	CONFERENCE END DATE	NUMBER OF PARTICIPANTS			
		VA EMPLOYEES	CONTRACTORS	ALL OTHER ATTENDEES	TOTAL
BRIEF EXPLANATION ON HOW THE CONFERENCE ADVANCED THE MISSION OF THE AGENCY					
1. WAS THE POST-CONFERENCE CERTIFICATION FORM COMPLETED WITHIN 15 DAYS AFTER FINAL DAY OF CONFERENCE?		<input type="checkbox"/> YES <input type="checkbox"/> NO		DATE COMPLETED	
2A. WAS SPENDING FOR THIS CONFERENCE WITHIN AN ESTABLISHED BUDGET AND CLEARLY ACCOUNTED FOR?		<input type="checkbox"/> YES <input type="checkbox"/> NO			
2B. DID THE SCOPE (i.e. number of attendees) CHANGE SUBSTANTIALLY FROM APPROVED CP? (If yes, provide description and justification)		<input type="checkbox"/> YES <input type="checkbox"/> NO			
3A. WAS ANY CONTRACTOR SUPPORT USED?		<input type="checkbox"/> YES <input type="checkbox"/> NO			
3B. WERE CONTRACTS AWARDED COMPETITIVELY?		<input type="checkbox"/> YES <input type="checkbox"/> NO			
3C. PROVIDE A DESCRIPTION OF THE CONTRACTING PROCEDURES THAT WERE USED:					
3D. LIST COST COMPARISON FACTORS USED TO EVALUATE POTENTIAL CONTRACTORS:					
4. WAS A PURCHASE CARD USED TO PAY FOR COSTS ASSOCIATED WITH THE CONFERENCE? (If yes, provide name of purchase card holder)		<input type="checkbox"/> YES <input type="checkbox"/> NO		NAME OF PURCHASE CARD HOLDER	
		COSTS		ESTIMATED COSTS	ACTUAL COSTS
REIMBURSABLE EMPLOYEE TRAVEL COSTS		MEALS AND INCIDENTAL EXPENSES			
		LODGING			
		TOTAL PER DIEM		0	0
		TRANSPORTATION AND PARKING			
		OTHER TRAVELER EXPENSES (i.e. ATM, baggage, etc.)			
		TOTAL EMPLOYEE TRAVEL COSTS		0	0
FACILITY COSTS		TOTAL CONTRACTOR TRAVEL COSTS			
		FOOD AND BEVERAGE			
		ROOM RENTAL (halls, auditoriums, etc.)			
		A.V. EQUIPMENT AND SERVICES			
ALL OTHER COSTS		ALL OTHER CONTRACTOR COSTS (Excluding contractor travel)			
		BROCHURES/PRINTED MEDIA			
		ENTERTAINMENT			
		OTHER (if audited, the RCE will be required to provide additional details on these costs)			
GRAND TOTAL COSTS				0	0
COST VARIANCE (attach justification and approval dates for any variance 10% and over) %					
I certify to the best of my knowledge that the above information is correct and that I have complied with all applicable regulations, policies, and procedures. I used the methodology listed below to gather the required information and I have followed the instructions for completing this form. Further, I understand if the conference is audited I am responsible for releasing all related documentation.					
The methodology used to determine costs related to this conference was:			3. Contact the Contracting Officer to:		
1. Compile a list of all conference attendees:			a. Identify all costs incurred via a contract vehicle.		
a. Identify whether they are employees, contractors, or other attendees.			b. Ensure the costs are broken out into the following categories:		
b. Provide the list to the VA travel office (Austin) to:			i. food and beverage		
2. Pull all VA sponsored travel costs broken out into the following categories:			ii. room rental		
a. M&IE			iii. A/V equipment and services		
b. Lodging			iv. Contractor travel costs not incurred via VA-sponsored travel		
c. Total Per Diem			v. Other contractor costs		
d. Transportation and Parking			4. Contact purchase card holders who made purchases in connection with the conference.		
e. Other Traveler Expenses			a. Identify the specifics for each charge		
f. Total Employee Travel Costs			b. Determine reporting category related the cost (i.e. brochures/printed media, shipping, etc.)		
RESPONSIBLE CONFERENCE EXECUTIVE SIGNATURE		TITLE		DATE	

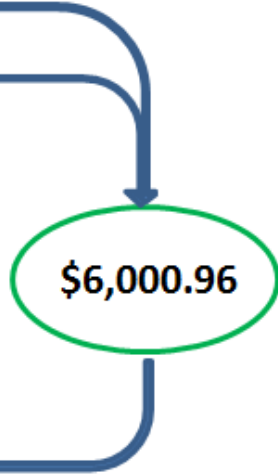
# 10089a Cost Estimates

- ▶ Use estimates from “Conference Cost Estimate” (VA Form 10008a) page of the approved Conference Package (CP).
  - ▶ Cost estimates and total on 10089a must match the approved CP.
  - ▶ \*“Lodging Tax” from the 10008a, should be combined with “Other” from the 10008a and the sum recorded in the “Other Traveler Expenses” field on the 10089a.
- 

# Cost Estimates—Lodging Tax

Department of Veterans Affairs		CONFERENCE COST ESTIMATE		
NAME OF CONFERENCE	CITY/STATE OF EVENT (Selected in VA Form 10008b)	DATE OF ESTIMATE		
<b>ESTIMATED COSTS - TRAVELERS/ATTENDEES</b>				
	# OF ATTENDEES RECEIVING:	# OF DAYS (if applicable)	COST PER DAY/UNIT	TOTAL
PER DIEM				
MEALS & INCIDENTAL EXPENSES	42	2.5	\$71.00	\$7,455.00
LODGING	42	2	\$132.00	\$11,088.00
LODGING TAX (Only if applicable)	42	1	\$44.88	\$1,884.96
TRANSPORTATION AND PARKING	42	1	\$945.00	\$39,690.00
OTHER (Identify specifics in Additional Comments)	42	1	\$98.00	\$4,116.00
<b>TOTAL ESTIMATED TRAVELER/ATTENDEE COST</b>				<b>\$64,233.96</b>

VA Form 10089a Final Conference Report			
	COSTS	ESTIMATED COSTS	ACTUAL COSTS
REIMBURSABLE EMPLOYEE TRAVEL COSTS	MEALS AND INCIDENTAL EXPENSES	7,455	
	LODGING	11,088	
	TOTAL PER DIEM	18,543	0
	TRANSPORTATION AND PARKING	39,690	
	OTHER TRAVELER EXPENSES (i.e. ATM, baggage, etc.)	6,000.96	
	<b>TOTAL EMPLOYEE TRAVEL COSTS</b>	<b>64,233.96</b>	<b>0</b>
FACILITY COSTS	<b>TOTAL CONTRACTOR TRAVEL COSTS</b>		
	FOOD AND BEVERAGE		
	ROOM RENTAL (halls, auditoriums, etc.)		
	A.V. EQUIPMENT AND SERVICES		
ALL OTHER COSTS	ALL OTHER CONTRACTOR COSTS (Excluding contractor travel)		
	BROCHURES/PRINTED MEDIA		
	ENTERTAINMENT		
	OTHER (if audited, the RCE will be required to provide additional details on these costs)		
<b>GRAND TOTAL COSTS</b>		<b>64,233.96</b>	<b>0</b>



# 10089b & 10089a

- ▶ Some information is captured on both the 10089b and the 10089a.
- ▶ This information must always match:
  - *Conference Title\**
  - *Location of Conference\**
  - *Conference Start Date\**
  - *Conference End date\**
  - *Number of VA Employees in Attendance*
  - *RCE Signature*

\*Use info exactly as it appears on  
Approved Conference Package



# 10089a & TSR

- ▶ 100% Complete TSR
- ▶ Rental Car/Transportation Combined
- ▶ Total Sponsored/Out of Pocket Not Calculated in Total
- ▶ Categorical Disagreement of Parking

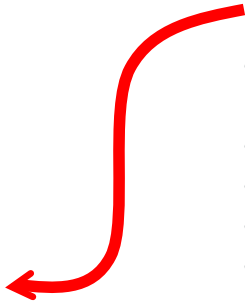
<b>10089a</b>
<b>COSTS</b>
MEALS AND INCIDENTAL EXPENSES
LODGING
<b>TOTAL PER DIEM</b>
TRANSPORTATION AND PARKING
OTHER TRAVELER EXPENSES ( <i>i.e. ATM, baggage, etc.</i> )
<b>TOTAL EMPLOYEE TRAVEL COSTS</b>

<b>TSR</b>
Other Expenses ( <i>i.e. ATM, baggage, parking, taxes, fees etc.</i> )
Meals & Incidental Expenses
Lodging
Rental Car
Transportation
Total Sponsored / Out of Pocket
Total Employee Travel Costs

# 10089a & TSR

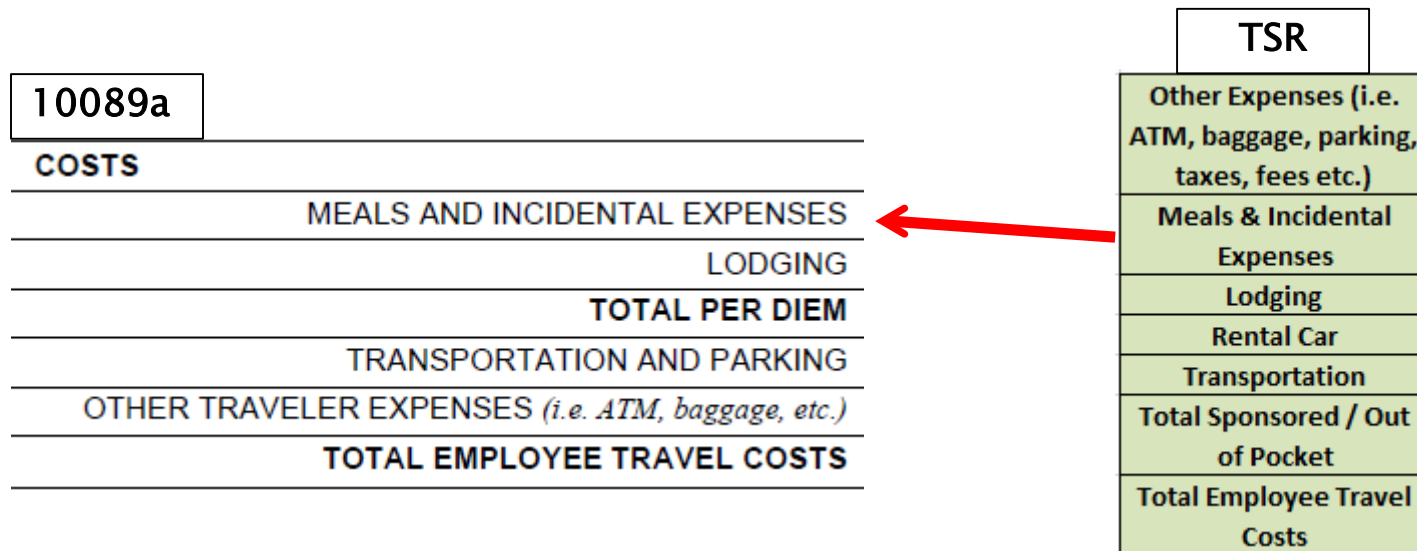
- ▶ 100% Complete TSR
- ▶ Rental Car/Transportation Combined
- ▶ Total Sponsored/Out of Pocket Not Calculated in Total
- ▶ Categorical Disagreement of Parking

10089a	TSR
<b>COSTS</b>	Other Expenses (i.e. ATM, baggage, parking, taxes, fees etc.)
MEALS AND INCIDENTAL EXPENSES	Meals & Incidental Expenses
LODGING	Lodging
<b>TOTAL PER DIEM</b>	Rental Car
TRANSPORTATION AND PARKING	Transportation
OTHER TRAVELER EXPENSES (i.e. ATM, baggage, etc.)	Total Sponsored / Out of Pocket
<b>TOTAL EMPLOYEE TRAVEL COSTS</b>	Total Employee Travel Costs



# 10089a & TSR


- ▶ 100% Complete TSR
- ▶ Rental Car/Transportation Combined
- ▶ Total Sponsored/Out of Pocket Not Calculated in Total
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- ▶ 100% Complete TSR
- ▶ Rental Car/Transportation Combined
- ▶ Total Sponsored/Out of Pocket Not Calculated in Total
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10089a	TSR
<b>COSTS</b>	Other Expenses (i.e. ATM, baggage, parking, taxes, fees etc.)
MEALS AND INCIDENTAL EXPENSES	Meals & Incidental Expenses
LODGING	Lodging
<b>TOTAL PER DIEM</b>	Rental Car
TRANSPORTATION AND PARKING	Transportation
OTHER TRAVELER EXPENSES (i.e. ATM, baggage, etc.)	Total Sponsored / Out of Pocket
<b>TOTAL EMPLOYEE TRAVEL COSTS</b>	Total Employee Travel Costs



# 10089a & TSR

- ▶ 100% Complete TSR
- ▶ Rental Car/Transportation Combined
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10089a	TSR
<b>COSTS</b>	Other Expenses (i.e. ATM, baggage, parking, taxes, fees etc.)
MEALS AND INCIDENTAL EXPENSES	Meals & Incidental Expenses
LODGING	Lodging
<b>TOTAL PER DIEM</b>	Rental Car
TRANSPORTATION AND PARKING	Transportation
OTHER TRAVELER EXPENSES (i.e. ATM, baggage, etc.)	Total Sponsored / Out of Pocket
<b>TOTAL EMPLOYEE TRAVEL COSTS</b>	Total Employee Travel Costs



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- ▶ Rental Car/Transportation Combined
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10089a
<b>COSTS</b>
MEALS AND INCIDENTAL EXPENSES
LODGING
<b>TOTAL PER DIEM</b>
TRANSPORTATION AND PARKING
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<b>TOTAL EMPLOYEE TRAVEL COSTS</b>

TSR
Other Expenses (i.e. ATM, baggage, parking, taxes, fees etc.)
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Lodging
Rental Car
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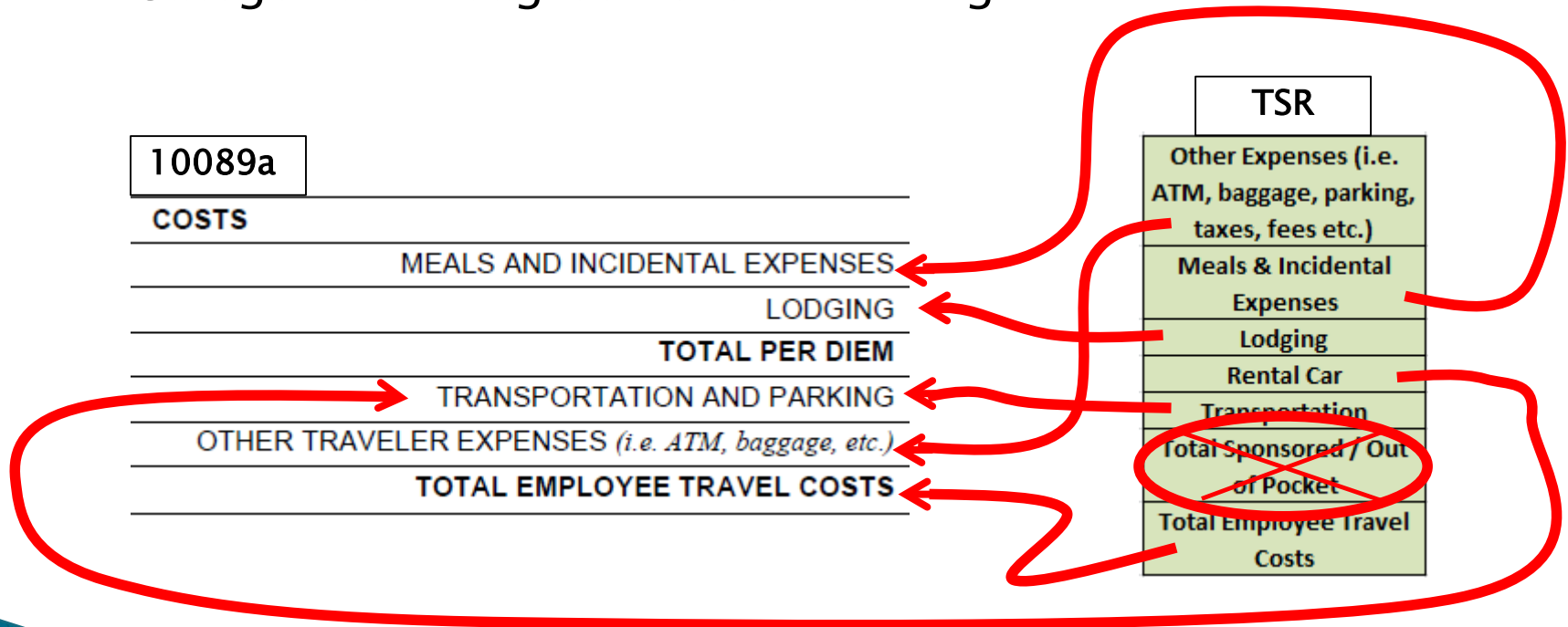
10089a
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<b>10089a</b>
<b>COSTS</b>
MEALS AND INCIDENTAL EXPENSES
LODGING
<b>TOTAL PER DIEM</b>
TRANSPORTATION AND PARKING
OTHER TRAVELER EXPENSES ( <i>i.e. ATM, baggage, etc.</i> )
<b>TOTAL EMPLOYEE TRAVEL COSTS</b>

<b>TSR</b>
Other Expenses ( <i>i.e. ATM, baggage, parking, taxes, fees etc.</i> )
Meals & Incidental Expenses
Lodging
Rental Car
Transportation
Total Sponsored / Out of Pocket
Total Employee Travel Costs

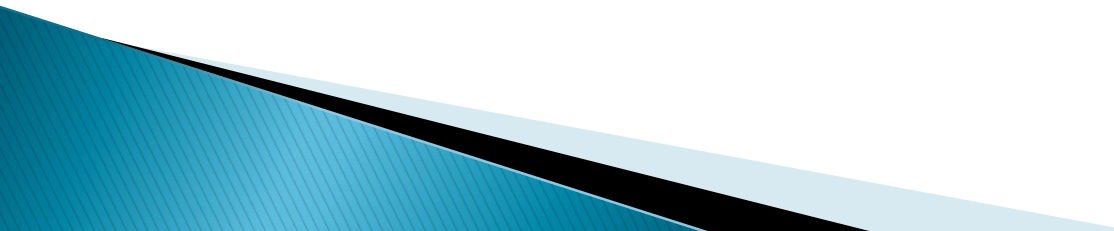
# 10089a

- ▶ If you have any supporting documentation for costs available, submit it along with your 10089a
  - Attendee list
  - Receipts/Invoices
  - Contracts
- ▶ You can contact [sean.dailey@va.gov](mailto:sean.dailey@va.gov) for a review of your 10089b/10089a prior to getting RCE signature
- ▶ Make sure you are using the most current 10089a form, dated “Feb 2017”

# 10089a & TSR



# Common Errors

- ▶ Location
    - *Ex. Washington D.C. vs Crystal City*
  - ▶ Dates
  - ▶ Number of VA Employees
    - *10089b vs 10089a*
  - ▶ Signature
  - ▶ TSR < 100%
  - ▶ Rounded/Estimated Costs
- 

# Fixing Errors

- ▶ Does the RCE need to resign the document?
  - Number of Attendees—No
  - Location—No
  - Dates—No
  - Cost in Wrong Category—Yes
  - Missing/Extra Costs—Yes

Any change made to money requires a new signature



# Who is an “employee”?

100603 Employee. An appointed officer or employee of an agency, including a special Government employee. This definition also includes an individual employed intermittently in the Government service as an expert or consultant and paid on a daily when-actually-employed basis, and an individual serving without pay or at a \$1 a year (also referred to as “invitational traveler”).

VA Financial Policies and Procedures: Conference Planning, Reporting, and Oversight Volume XIV–Ch. 10 (March 2015)

- ▶ Invitational Traveler/Special Gov’t Employee are most common
- ▶ Should be included on TSR request
- ▶ Should be recorded as “VA Employee” for attendance purposes on 10089b/10089a

# Errors / Employees / Change Forms



# Question 1

True or False?

Forms 10089b and 10089a can be signed using digital PIV signature.



# Answer 1

True. Digital PIV signatures are acceptable.

# Question 2

You've just submitted a 10089a that stated there were 87 "Total Attendees" for your event.

The previously submitted 10089b stated that there were 84 "VA Employees" in attendance.

Will your documents be returned for corrections since these numbers don't match?

# Answer 2

No. Your forms will not be returned because these numbers don't match.

10089b

NUMBER OF VA EMPLOYEES  
ATTENDING CONFERENCE

84



10089a

NUMBER OF PARTICIPANTS

VA EMPLOYEES

CONTRACTORS

ALL OTHER ATTENDEES

TOTAL

84

2

1

87

# Question 3

The RCE for your event, Dr. Koothrappali, is the Medical Center Director and on annual leave for the next two weeks. In his absence, Dr. Cooper is officially serving as “Acting Medical Center Director”.

Can Dr. Cooper sign form 10089a to close out reporting for your event and avoid delinquency?

# Answer 3

No, Dr. Cooper can't sign since Dr. Koothrappali is the RCE of record on the Approved CP.

However, if form 10008e is completed to officially appoint Dr. Cooper as the RCE, then he could sign. Keep in mind that Dr. Cooper would also have to go back and re-sign form 10089b so that the signatures on both forms match.



*That's all Folks!*

*Any Question?*