



NOTE: Due to CTRO, no later than 30 days following the conference.

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 (Ref. OMB 12-12)

1. WAS THE POST-CONFERENCE CERTIFICATION FORM UPLOADED TO THE SHAREPOINT WITHIN 15 DAYS AFTER FINAL DAY OF CONFERENCE? (Must attach a copy to this form)  YES  NO DATE UPLOADED

2A. WAS SPENDING FOR THIS CONFERENCE WITHIN AN ESTABLISHED BUDGET AND CLEARLY ACCOUNTED FOR?  YES  NO

2B. DID THE SCOPE (i.e. number of attendees) CHANGE SUBSTANTIALLY FROM APPROVED CP? (If yes, provide description and justification)  YES  NO

3A. WAS ANY CONTRACTOR SUPPORT USED? (Ref PL 113-6/46)  YES  NO

3B. WERE CONTRACTS AWARDED COMPETITIVELY? (Ref PL 113-6/46)  YES  NO

3C. PROVIDE A DESCRIPTION OF THE CONTRACTING PROCEDURES THAT WERE USED:

3D. LIST COST COMPARISON FACTORS USED TO EVALUATE POTENTIAL CONTRACTORS: (Ref PL 113-6/46)

	COSTS	ESTIMATED COSTS	ACTUAL COSTS
<b>REIMBURSABLE EMPLOYEE TRAVEL COSTS</b>	MEALS AND INCIDENTAL EXPENSES		
	LODGING		
	<b>TOTAL PER DIEM</b>		
	TRANSPORTATION AND PARKING		
	OTHER TRAVELER EXPENSES (i.e. ATM, baggage, etc.)		
	<b>TOTAL EMPLOYEE TRAVEL COSTS</b>		
	<b>TOTAL CONTRACTOR TRAVEL COSTS</b>		
<b>FACILITY COSTS</b>	FOOD AND BEVERAGE		
	ROOM RENTAL (halls, auditoriums, etc.)		
	A.V. EQUIPMENT AND SERVICES		
<b>ALL OTHER COSTS</b>	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>			

**COST VARIANCE (attach justification and approval dates for any variance 5% 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.

<p>The methodology used to determine costs related to this conference was:</p> <ol style="list-style-type: none"> <li>Compile a list of all conference attendees:             <ol style="list-style-type: none"> <li>Identify whether they are employees, contractors, or other attendees.</li> <li>Provide the list to the VA travel office (Austin) to:</li> </ol> </li> <li>Pull all VA sponsored travel costs broken out into the following categories:             <ol style="list-style-type: none"> <li>M&amp;IE</li> <li>Lodging</li> <li>Total Per Diem</li> <li>Transportation and Parking</li> <li>Other Traveler Expenses</li> <li>Total Employee Travel Costs</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>Contact the Contracting Officer to:             <ol style="list-style-type: none"> <li>Identify all costs incurred via a contract vehicle.</li> <li>Ensure the costs are broken out into the following categories:                 <ol style="list-style-type: none"> <li>food and beverage</li> <li>room rental</li> <li>A/V equipment and services</li> <li>Contractor travel costs not incurred via VA-sponsored travel</li> <li>Other contractor costs</li> </ol> </li> </ol> </li> <li>Contact purchase card holders who made purchases in connection with the conference.             <ol style="list-style-type: none"> <li>Identify the specifics for each charge</li> <li>Determine reporting category related the cost (i.e. brochures/printed media, shipping, etc.)</li> </ol> </li> </ol>
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RESPONSIBLE CONFERENCE EXECUTIVE SIGNATURE	TITLE	PHONE NUMBER
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## INSTRUCTIONS

(Provided to ensure consistent reporting across conferences): Limit comments to 250 characters

- Offices and Administrations: Identify the Office or Administration Sponsoring the Conference
- Conference Title: Enter Conference Title
- Conference Purpose: Enter the purpose of the Conference
- Location: Enter the Location of the City and State where the Conference took place
- Conference Start/End Dates: Actual Start and End date of the conference
- VA employees, contractors, and all other attendees: Other attendees are any other participants who attend the conference
- Total: This must include every person at the conference. This includes VA employees, contractors and all other attendees Ref PL 113-6/46 & OMB M-12-12
- Brief Explanation on How the Conference Advanced the Mission of the Agency: State the expected goals and objectives of the Conference and why it supports the Administration's/Staff's mission. It should explain why a face to face meeting is required.
- 1. Was the Post-Conference Certification Form uploaded to the sharepoint within 15 days? Enter Yes or No and attach a copy of the form to the packet
- 2a. Was Spending for this Conference within an Established Budget and clearly accounted for? Enter Yes or No
- 2b. Did the scope (i.e. # of attendees) change substantially from Approved CP? If yes, provide description and justification. Enter Yes or No and provide any necessary description and justification
- 3a. Was any Contractor Support used? Enter Yes or No
- 3b. Were Contracts Awarded Competitively? Enter Yes or No
- 3c. Provide a Description of the Contractor Procedures that were Used. Describe the Contractor Procedures Used
- 3d. List Comparison factors used to evaluate Potential Contractors: Enter the correct information in the adjacent block.
- Meals & Incidental Expenses: Includes just the M&IE portion of Per Diem. This total to be reported in compliance with P.L. 112-154 as "Per Diem" since the law requires reporting of Lodging separately. Not separating Lodging from this total for this reporting would result in a "double counting" of Lodging expenses.
- Lodging: Includes just the Lodging portion of Per Diem. This total to be reported in compliance with P.L. 112-154 as "Lodging" since the law requires reporting of both "Per Diem" and "Lodging". Reporting M&IE as "Per Diem" for this report prevents the "double counting" of Lodging expenses.
- Per Diem: Includes Meals & Incidental Expenses and Lodging for all attendees except contractors. All other traveler related expenses (except Transportation and Parking) is reported on the "Other" line.
- Transportation and Parking: Includes all airfare, POV, airport parking, any hotel parking, rental cars (if allowed), transportation to/from hotel and airport for all Employee travel. This total reported in compliance with P.L. 112-154 as "Transportation and Parking".
- Other Travel Expenses: All other costs related to travel that an employee can be reimbursed for -- to include ATM, baggage, lodging tax (if applicable), gas for rental cars (if applicable), etc. These costs are not reported separately for any required reported but must be captured to identify total conference costs. Do not include any contractor travel expenses.
- Total Employee Travel Costs: Includes all reimbursable travel costs (Per Diem, Lodging, Transportation and Parking, and Other Travel Costs). This total to be reported in compliance with P.L. 113-6/113-46 as "Employee Travel".
- Food and Beverage: Includes all costs for Food and Beverage (to include refreshments). This total reported in compliance with both P.L. 112-154 and P.L. 113-6/113-46.
- Room Rental: Includes all halls, auditoriums, or other spaces (excluding lodging). This total to be reported in compliance with P.L. 112-154.
- A/V Equipment and Services: Includes all equipment rental. This total to be reported in compliance with P.L. 112-154 as "Rental of equipment" and with P.L. 113-6/113-46 as "Visual, digital, video, or audio services". Reporting all A/V Equipment and Services in one category ensures the reporting intent of both laws is met while recognizing that sometimes contracts do not separate the price of equipment rental from services.
- Contractor Support: Total Contractor Support includes all contractor support costs including travel. This total reported in compliance with P.L. 112-154. Total Contractor Travel only (all reimbursable travel costs) reported in compliance with P.L. 113-6/113-46.
- Brochures/Printed Media: Includes all brochures/printed media to include agendas, signage, training materials, certifications, etc. This total reported in compliance with P.L. 112-154.
- Entertainment: Any entertainment expenses. Note: VA is required to report entertainment expenses per P.L. 112-154; however, VA policy does not allow any entertainment expenses for conferences.
- Other: Be sure to capture all other costs not required to be reported separately including any miscellaneous facility or other costs to ensure that Total Costs reported are complete and accurate.