



OVW Conference Reporting Requirements

The Department of Justice has been requiring conference reporting for the last several years. This reporting requirement has been recently updated. The new reporting requirements are described below.

Purpose: The purpose of reporting is to ensure that actual conference costs do not significantly exceed the approved requested amounts. There is a new form which is designed to be both the approval request and reporting form. If any actual costs exceed the approved amount by 10% or more, the form requires an explanation of the variance.

Grant Recipients: Grant recipients are not required to submit a conference cost report. However, they are highly encouraged to maintain documentation in case an audit or other sort of financial monitoring is conducted. Cooperative Agreement recipients must submit a conference report for any conference that meets the criteria below.

Reporting Requirement: Cooperative agreement recipients and contractors must report conference costs if either of the following is true:

- 1) Conferences with total costs that exceed \$20,000; or
- 2) Conferences where more than 50% of the attendees are DOJ employees.

Form: Please contact your program specialist or **Stephen.Huang@usdoj.gov** for the new conference request/report form.

Timeline: After a conference has taken place, a conference cost report must be completed and submitted within 30 calendar days of the last day of the event. Reports should include the most accurate billing information by the due date. If final invoices come in after the 30 day deadline, reports should be updated and OVW notified.

Public Posting: Information on conferences that cost the Department more than \$100,000 will be posted on the DOJ website. This will include total conference expenses, the location and date, the total number of individuals whose expenses were paid by the Department, and a brief explanation of how this event furthered the DOJ mission.