Department of Treasury explains specific conferences ahead of 9/14/06 hearing

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From: XXXXXXXXXXXXXXXXXXXXXXXXX
Sent: Tuesday, September 12, 2006 3:23 PM
To: XXXXXXXXXXXXXXXXXXXX
Subject:

XXXXX,
Per our conversation, here is the information that you requested from XXXXXX.

There were actually five wine seminars held during the period 4/19/2005 through 4/26/2005. Each lasted one day. The locations covered were as follows:
4/19 – Santa Rose, CA
4/20 – Napa, CA
4/21 – Napa, CA
4/22 – Sacramento, CA
4/26 – Arroyo, CA

The two seminars in Napa covered different industry segments which are subject to different regulatory requirements. Consequently, these were two different seminars.

It is important to note that 90 percent of domestic wine production takes place within 100 miles of the San Francisco Bay area. In 2004, domestic retail sales of wine generated $19.8 billion. TTB regularly holds industry specific seminars as part of an on-going outreach to our regulated industries. These seminars give industry members the opportunity to have their questions and concerns addressed by the appropriate TTB personnel in a forum that is conducive to fostering cooperation and voluntary compliance. TTB personnel holding the seminar included California-based Investigators, specialists from our Alcohol Labeling and Formulation Division (ALFD) in Washington, DC, which approves the labels that wine producers are required to place on their bottles; and specialists from our National Revenue Center in Cincinnatti, which processes permit applications, tax returns, and related documents.

Total costs were as follows:
4/19 - $4,100
4/20 - $4,600
4/21 - $4,600
4/22 - $4,100
4/26 - $3,900

The Seminar for wholesalers and importers in Puerto Rico on 7/20/2005 cost a total of $3,500, which is covered by a reimbursable agreement with Puerto Rico. This was the first seminar that TTB has offered in Puerto Rico.

Nine of the 11 attendees were TTB personnel who are stationed in Puerto Rico and incurred only local travel expenses. In fact, of the nine Puerto Rico employees, seven work out of the local office, which is 15 miles from the seminar location and incurred only mileage expenses. The two remaining Puerto Rico-based employees traveled from the other side of the island and incurred minimal per diem expenses. The two TTB employees who traveled into Puerto Rico were the Director, ALFD, who was there to address the attendees' labeling concerns, and the Director of our Trade Investigation Division (TID), who oversees the Puerto Rico office. It should also be noted that this was also the first opportunity for the Director, TID, to personally meet with the employees in our Puerto Rico office.

TTB's attendance at the seminar held by the Society of Wine Educators, Vancouver, British Columbia from 8/4/2005 through 8/6/2005 cost a total of $2549. TTB sent our Wine Technical Advisor whose advice and participation are often sought by the wine industry based on her extensive experience in the industry. The Society of Wine Educators is a technical professional group that concerns itself with all the issues relevant to the wine-making process. Attendance at such technical groups is not only an opportunity to explain US requirements and/or restrictions but is also allows us to identify regulations that need to be updated to address new trends in the industry.

No employees took annual leave while on travel status for any of the seminars covered by this request. One of the Puerto Rico-based employees who works out of the local office within 15 miles of the seminar site took leave the day before the seminar. We also had two employees who took leave after returning home from the California seminars.

Please let me know if there is anything else I can do for you.

XXX
XXXXXXXXXXXX

Enclosure
List of Conferences that Received Support During FY06

Name of Event	Date	Primary Sponsor	Location	# of Department Employees in Attendance
Credit Conference	Oct-05	OCC	Atlanta, GA	250
Customs Seminar	Oct-05	TTB	San Juan, PR	2
WV QUARTER FORUM	Oct-05	US Mint	Charleston, WV	6
Federal Contractors Tax Compliance	Oct-05	IRS	Washington, DC	2
President's Advisory Panel on Tax Reform	Oct-05	Departmental Offices	Washington, DC	25
BSA AG	Oct-05	FinCen	Did Not Report	Did Not Report
SOI Advisory Panel	Oct-05	IRS	Washington, DC	90
Federal Contractors Tax Compliance	Oct-05	IRS	Washington, DC	2
Consumer Compliance	Nov-05	OCC	Milwaukee, WI	26
BSA AG Meeting	Nov-05	FinCen	Washington, DC	75
DSP/Wine/Beer/Wholesale Sem.	Nov-05	TTB	Memphis, TN	9
FATF-Mutual Eval. of the US	Nov-05	Departmental Offices	Wilmington, DE, Washington,	5
American Jobs Creation Act Conference	Nov-05	IRS	Boston, MA	10
Federal Contractors Tax Compliance	Nov-05	IRS	Washington, DC	2
LITC [4/]	Dec-05	IRS	Philadelphia, PA	320
TAP/TAS Town Hall	Dec-05	IRS	Philadelphia, PA	14
American Jobs Creation Act Conference	Dec-05	IRS	Houston, TX	140
Avian Bird Flu Briefing	Dec-05	Departmental Offices	Washington, DC	20
Federal Contractors Tax Compliance	Jan-06	IRS	Washington, DC	3
Los Angeles Benefits Conference	Jan-06	IRS	Los Angeles, CA	17
Trade Show - Unified Wine Symposium	Jan-06	TTB	Sacramento, CA	5
Trade Show - Wine and Grape Symposium	Jan-06	TTB	Sacramento, CA	1
TAP Annual Conference	Jan-06	IRS	Washington, DC	125
Wine Seminar	Jan-06	TTB	Sacramento, California	4
NV QUATER FORUM	Jan-06	US Mint	Carson City, NV	5
TAP/TAS Town Hall	Feb-06	IRS	San Diego, CA	14
Federal Contractors Tax Compliance	Feb-06	IRS	Washington, DC	1
Valid. of Credit Rating & Scoring Systems	Feb-06	OCC	Washington, DC	400
Kirchman Compliance Seminar	Feb-06	OCC	Houston, TX	34
Shot Show - Gun and Ammunition Manufactures	Feb-06	TTB	Las Vegas, NV	6
Tax Practitioner Sessions	Feb-06	IRS	Cherry Hill, NJ	2
IRS/Tribal Consultation	Feb-06	IRS	Duluth, MN	25
IT SEcurity World Conference and Expo	Feb-06	US Mint	San Jose, CA	5
e-Gov RFID Wireless	Feb-06	US Mint	Washington, DC	7
2006 OPM Federal Workforce Conference	Feb-06	US Mint	Baltimore, MD	4
American Jobs Creation Act Conference	Mar-06	IRS	Sacramento, CA	40
Benefits Conference of the South	Mar-06	IRS	Atlanta, GA	15
Trade Show - Wineries Unlimited	Mar-06	TTB	Lancaster, PA	7
Trade Show - Signing Ceremony US/EU Agreement on Wine	Mar-06	TTB	London, England	2
TAP/TAS Town Hall	Mar-06	IRS	Davenport , IA	14
US Japan Working Group Meeting	Mar-06	Departmental Offices	Washington, DC	10
BSA-MSB	Mar-06	FinCen	Did Not Report	Did Not Report
American Jobs Creation Act Conference	Mar-06	IRS	Savannah, GA	30
Investing in America's Future	Mar-06	Departmental Offices	Washington, DC	15
Wine Seminar	Mar-06	TTB	Napa, California	11
Wine Seminar	Mar-06	TTB	Santa Rosa, California	11
TAP/TAS Town Hall	Mar-06	IRS	Jackson, MS	15
Artistic Infusion Program Symposium	Mar-06	US Mint	Washington, DC	14
Wine Seminar	Mar-06	TTB	Monterey, California	9
Wine Seminar	Mar-06	TTB	Arroyo Grande, California	8
Wine Seminar	Mar-06	TTB	Temecula, California	8
Craft Brewers Trade Show	Apr-06	TTB	Seattle, WA	7
National Strategy on Financial Education	Apr-06	Departmental Offices	Washington, DC	20
FATF WGEI	Apr-06	Departmental Offices	Washington, DC	5
Check Claims Agency Meeting	Apr-06	Financial Management Service	Did Not Report	95
SOI Advisory Panel (Spring)	Apr-06	IRS	Washington, DC	90
TAP Area 7 Meeting	Apr-06	IRS	Los Angeles, CA	16

Did Not Report corresponds to either location of the event in which the Bureau did not report or the number of employees who attended the event

Name of Event	Date	Primary Sponsor	Location	# of Department Employees in Attendance
Trade Show - Wholesaler- Importer Seminar	Apr-06	TTB	Las Vegas, NV	7
Trade Show - Codex Alimentarius (w/US Trade Representative)	Apr-06	TTB	Amsterdam, Netherlands	1
Trade Show - World Wine Trade Group Negotiations	Apr-06	TTB	Brussels, Belgium	5
Trade Show - Cornell University Presentation	Apr-06	TTB	Ithaca, NY	1
NE QUATER FORUM	Apr-06	US Mint	Lincoln NE	7
Spring ANA Coin Convention	Apr-06	US Mint	Atlanta, GA	5
IRS/Tribal Consultation	Apr-06	IRS	Sacramento, CA	50
EO Small/Mid-size Workshops	Apr-06	IRS	NYC, NY	4
Labeling Seminar	Apr-06	TTB	San Juan, PR	3
TAP EITC Meeting	Apr-06	IRS	Washington, DC	10
Brewery Seminar	Apr-06	TTB	Nashville, Tennessee	13
Tax Practitioner Sessions	Apr-06	IRS	Philadelphia, PA	4
EO Small/Mid-size Workshops	Apr-06	IRS	Oklahoma City, OK	4
TAP/TAS Town Hall	Apr-06	IRS	Fargo, ND	14
DMS Annual Debt Collection Conference	Apr-06	Financial Management Service	Arlington, VA	535
TAP VITA Meeting	Apr-06	IRS	Atlanta, GA	15
Mint Director's Conference	May-06	US Mint	Paris, France	5
SLGSafe Forum 2006	May-06	Bureau of Public Debt	Parkersburg, WV	Did Not Report
TAP TAC Meeting	May-06	IRS	Denver, CO	12
Federal Contractors Tax Compliance	May-06	IRS	Washington, DC	2
Software Developers Conference	May-06	IRS	Washington, DC	340
Wholesaler/Importer Seminar	May-06	TTB	Las Vegas, NV	9
Mid-Atlantic Benefits Conference	May-06	IRS	Philadelphia, PA	17
EO Small/Mid-size Workshops	May-06	IRS	Miami, FL	4
Wine Seminar	May-06	TTB	Roseburg, Oregon	5
TAP Area 1 Meeting	May-06	IRS	Cranston, RI	14
TAP/TAS Town Hall	May-06	IRS	Cranston	8
TAPArea 3 Meeeting	May-06	IRS	Atlanta, GA	10
Wine Seminar	May-06	TTB	Fayetteville, Arkansas	11
Wine Seminar	May-06	TTB	Salem Oregon	4
Great Lakes Benefits Conference	May-06	IRS	Chicago, IL	22
BSA AG	May-06	FinCen	Washington, DC	75
Wine Seminar	May-06	TTB	Walla Walla, Washington	4
Financial Literacy Education Council	May-06	Departmental Offices	Washington, DC	15
TAP Notice Meeting	May-06	IRS	Detriot, MI	15
TAP Communication	May-06	IRS	Omaha, NE	15
TAP Area 5 Meeting	May-06	IRS	Minneapolis, MN	13
EO Small/Mid-size Workshops	May-06	IRS	Portland, OR	4
Wine Seminar	May-06	TTB	Lynnwood, Washington	5
Colorado Quarter Strike	May-06	US Mint	Denver, CO	3
Tax Practitioner Sessions	Jun-06	IRS	Philadelphia, PA	4
2006 IRS Research Conference	Jun-06	IRS	Washington, DC	275
Nationwide Tax Forums	Jun-06	IRS	Anaheim, Ca	15
ETAAC	Jun-06	IRS	Washington, DC	33
Northeast Benefits Conference	Jun-06	IRS	Tarrytown & Boston, MA	16
Cincinnati Employee Benefits Conference	Jun-06	IRS	Cincinnati, OH	10
TAP/TAS Town Hall	Jun-06	IRS	Cincinnati, OH	13
Winery Seminar	Jun-06	TTB	El Reno, OK	7
DSP Seminar	Jun-06	TTB	Louisville, KY	10
Gateway	Jun-06	FinCen	Did Not Report	Did Not Report
Tax Practitioner Sessions	Jun-06	IRS	Rowan, NJ	4
Dollar Coin Users Group	Jun-06	US Mint	Washington, DC	35
CO Quarter Forum	Jun-06	US Mint	Denver, CO	4
TAP SBSE Meeting	Jun-06	IRS	St Paul, MN	12
TAP Ad Hoc Meeting	Jun-06	IRS	Washington, DC	12
FAA Trade Practice Seminar	Jun-06	TTB	Olympia, Washington	2
EO Small/Mid-size Workshops	Jun-06	IRS	Phoenix, AZ	4
TAP Area 2 Meeting	Jun-06	IRS	Philadelphia, PA	17
2006 Society for Human Resource Mangers Conference	Jun-06	US Mint	Baltimore, MD	1
Nationwide Tax Forum	Jun-06	IRS	Anaheim, Ca	4

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Name of Event	Date	Primary Sponsor	Location	# of Department Employees in Attendance
EO Small/Mid-size Workshops	Jun-06	IRS	Milwaukee, WI	4
Tax Forum	Jun-06	IRS	Anaheim, CA	29
Nationwide Tax Forum	Jun-06	IRS	Anaheim, Ca	47
Tax Practitioner Sessions	Jun-06	IRS	Memphis, TN	1
TAP Joint Committee	Jun-06	IRS	Denver, CO	21
US Latin America Private Sector Meeting	Jun-06	Departmental Offices	Washington, DC	10
NEA Conference	Jun-06	US Mint	Orlando, FL	1

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Enclosure
List of Conferences Projected to Received Support During FY07

Name of Event	Date	Primary Sponsor	Location	# of Department Employees in Attendance
Nationwide Tax Forums	Jan-00	IRS	Las Vegas, NV	15
Wine Seminar	Jul-06	TTB	Virginia (TBD)	5
Lockbox	Jul-06	IRS	TBD	90
Trade Conference	Aug-06	TTB	Monterey, CA	1
TAP Joint Committee Meeting	Oct-06	IRS	Dallas, TX	23
Trade Negotiations	Oct-06	TTB	Washington, DC	2
Trade Conference	Oct-06	TTB	Luxembourg	1
Trade Negotiations	Oct-06	TTB	Washington, DC	3
IR Conference	Oct-06	IRS	Washington, DC	75
Ops:Int'l	Oct-06	IRS	San Jose, Costa Rica	6
SOI Advisory Panel (Fall 2006)	Oct-06	IRS	Washington, DC	95
ETAAC	Oct-06	IRS	Washington, DC	20
Trade Conference	Nov-06	TTB	Fresno, Calif.	1
Free File Alliance	Nov-06	IRS	Lanham, MD	40
Loyola Tax-Exempt Conference	Nov-06	IRS	Los Angeles, CA	6
Trade Conference	Nov-06	TTB	Ottawa, Canada	2
AAA CPA	Nov-06	IRS	Washington, DC	1
IRS/Tribal Consultation	Nov-06	IRS	Reno, NV	30
LITC	Dec-06	IRS	New Orleans, LA	300
TAP Annual Conference	Dec-06	IRS	Washington, DC	132
Trade Conference	Jan-07	TTB	California	1
Trade Negotiations	Jan-07	TTB	Canberra, Australia	2
DSP/Wine/Beer/Wholesale Sem.	Jan-07	TTB	Chicago	9
Trade Show	Jan-07	TTB	Sacramento, CA	5
Unified Grape Symposium	Jan-07	TTB	Sacramento, California	4
ETAAC	Jan-07	IRS	Washington, DC	20
Los Angeles Benefits Conference	Jan-07	IRS	Los Angeles, CA	17
Shot Show	Feb-07	TTB	Orlando, FL	6
Trade Negotiations	Feb-07	TTB	Washington, DC	4
IRS/Tribal Consultation	Feb-07	IRS	Duluth, MN	25
Trade Conference	Mar-07	TTB	Fresno, Calif.	1
Trade Conference	Mar-07	TTB	Ithaca, NY	1
Trade Show	Mar-07	TTB	Lancaster, PA	7
Trade Show	Mar-07	TTB	Las Vegas, NV	7
2007 Managers' Conference	Mar-07	OCC	Philadelphia, PA	260
ETAAC	Mar-07	IRS	Washington, DC	20
Trade Show	Apr-07	TTB	Las Vegas, NV	7
Wine Seminar	Apr-07	TTB	Monterey, California	9
Wine Seminar	Apr-07	TTB	Napa, California	11
Trade Show	Apr-07	TTB	Orlando, FL	7
Wine Seminar	Apr-07	TTB	Sacramento, California	4
Brew Crafters	Apr-07	TTB	San Antonio, TX	2
Trade Show	Apr-07	TTB	San Antonio, TX	7
Wine Seminar	Apr-07	TTB	Santa Rosa, California	11
SLGSafe Users Forum 2007	Apr-07	BPD	TBD	TBD
Wholesaler/Importer Seminar	Apr-07	TTB	Washington, DC	7
IRS/Tribal Consultation	Apr-07	IRS	Sacramento, CA	50
Check Claims Branch	Apr-07	FMS	Hyattsville, MD	95
Great Lakes Benefits Conference	May-07	IRS	Chicago, IL	22
Bonded Wine Cellar Seminar	May-07	TTB	Oregon (TBD)	4
OCC Annual Offsite	May-07	BPD	Parkersberg, WV	20
Mid-Atlantic Benefits Conference	May-07	IRS	Philadelphia, PA	17
DMS Annual Debt Collection Conference	May-07	FMS	TBD	
Bonded Wine Cellar Seminar	May-07	TTB	Washington (TBD)	4
Bonded Wine Cellar Seminar	May-07	TTB	Washington (TBD)	4
Bonded Wine Cellar Seminar	May-07	TTB	Washington (TBD)	4
ETAAC	May-07	IRS	Washington, DC	20
SO Management Meeting	May-07	BPD	TBD	TBD
Software Developers Conference	May-07	IRS	Washington, DC	350
Nationwide Tax Forums	Jun-07	IRS	Anaheim, CA	15

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Name of Event	Date	Primary Sponsor	Location	# of Department Employees in Attendance
Cincinnati Employee Benefits Conference	Jun-07	IRS	Cincinnati, OH	10
Wine Seminar	Jun-07	TTB	Florida (TBD)	11
Winery Seminar	Jun-07	TTB	Los Angeles, CA	7
Tobacco Seminar	Jun-07	TTB	North Carolina (TBD)	8
Trade Conference	Jun-07	TTB	Reno, NV	1
Labeling Seminar	Jun-07	TTB	San Juan, PR	3
Northeast Benefits Conference	Jun-07	IRS	Tarrytown & Boston	16
ETAAC	Jun-07	IRS	Washington, DC	35
Nationwide Tax Forums	Jul-07	IRS	Atlanta, GA	15
Nationwide Tax Forums	Jul-07	IRS	Chicago, IL	15
DSP Seminar	Jul-07	TTB	Portland, OR	7
Nationwide Tax Forums	Aug-07	IRS	New York, NY	15
Nationwide Tax Forums	Aug-07	IRS	Orlando, FL	15
2007 Year End Seminar	Aug-07	FMS	Washington, DC	350
17th Annual FMS Financial Mgmt Conference	Aug-07	FMS	Washington, DC	425
IRS/Tribal Consultation	Aug-07	IRS	Tulsa, OK	30
Benefits Conference of the South	Sep-07	IRS	Atlanta, GA	15
Tennessee CPA Association	Sep-07	IRS	Memphis, TN	1
FedInvest Forum 2007	Sep-07	BPD	TBD	TBD
Egmont Reception	Sep-07	FINCEN	Washington, DC	
Egmont Meeting	Sep-07	FINCEN	Washington, DC	
SWBA/IRS 17th Annual Employee Benefits Conference	Oct-07	IRS	Dallas, TX	11
SOI Advisory Panel (Spring 2007)	April 2007 (1 day)	IRS	Washington, DC	95
2007 IRS Research Conference	June 2007 (2 days)	IRS	Washington, DC	300
Consumer Complaint Conference	Oct./Nov. 06	OCC	Houston, TX	35
TAP Committee Metings 15	TBD	IRS	TBD	AVG 16
TAP/TAS Town Hall Meetings 2	TBD	IRS	TBD	AVG 14
IRS Nationwide Tax Forums (6)	Various	IRS	Various	185

Did Not Report corresponds to either location of the event in which the Bureau did not report or the number of employees who attended the event

May 6, 2003

Mint-Wide Policy Memo DIR-21

MEMORANDUM FOR PLANT MANAGERS
ASSOCIATE DIRECTORS
ASSISTANT DIRECTORS
DIRECTOR'S STAFF

FROM: Henrietta Holsman Fore
Director
United States Mint

SUBJECT: Travel Approvals

I. INTRODUCTION

This memorandum establishes United States Mint travel policy on: (1) approval of travel authorities; and (2) approval of specific entitlement and/or unusual circumstances that occur in travel situations. This policy will ensure that the Mint travel approval procedures and authorities are consistent with the Federal Travel Regulation, ensure consistency in the application of travel regulations for all Mint facilities, and empower Mint officials with the authority to control the travel budgets for their respective office or location.

1. Associate Directors, Chief Counsel and Plant Managers.

These persons can approve the travel authorities and/or entitlement for their staff members for all routine and/or normal travel situations. This includes, but is not limited to:

a. Travel to other Mint sites;
b. Travel to attend conferences or training, provided these are not held in unusual domestic or any foreign locations;
c. Use of rental cars while traveling;
d. Authorization for actual subsistence;
e. Pre-employment interview travel;
f. Settlement activities;
g. Authorization for weekend returns; and

h. Non-use of a contract carrier flight.

NOTE: These approving officials may delegate this authority. If they do so, a memorandum must be sent to the app ropriate Accounting Office and the Mint Travel Manager at Headquarters to document the delegation.

2. <u>Director of the Mint.</u>

The Director's travel (including use of the authorities listed below) must be approved by the Deputy Director or Chief Financial Officer.

The Director has authority to approve travel authorities of all Mint employees, and any unusual or uncommon travel entitlement that cannot be approved at the lower level as indicated in #1 above. This will include, but is not limited to:

a. Foreign travel and travel to unusual domestic locations:

   The Director must approve all international and unusual domestic travel. Unusual domestic travel can be defined as travel to destinations that may be considered as resorts or gambling towns, locations outside of the Continental United States or any other destination that reasonably could raise questions as to the propriety of the travel. Additional details regarding unusual domestic travel may be obtained from the Mint Travel Manager. To obtain approval, the traveler must submit a justification memo along with the travel authorization through the Associate Director for the Director's approval. This memo must clearly state the traveler's reason for traveling to an international or an unusual domestic location; it should also cite all attempts towards accomplishing the same business domestically or at a Mint facility. Copies of all approved foreign and unusual travel authorizations and declined requests must be sent to the Office of Corporate Policy and Legislative Affairs.
b. Use of premium class transportation, i.e., business class.
c. Acceptance of travel expenses from non-government sources (after legal review by the Mint's Chief Counsel).
d. Travel expenses of a spouse in connection with an agency or Departmental awards ceremony.

3. <u>Deputy Director.</u>

The Deputy Director's travel (including use of the below authorities) must be approved by the Director of the Mint or the Chief Financial Officer.

The Deputy Director has the authority to approve use of premium class transportation, i.e., business class, acceptance of travel expenses from non-government sources (after legal review by the Mint's Chief Counsel), travel expenses of a spouse in connection with an agency or Departmental awards ceremony and all the travel entitlement that

can be approved by the Associate Directors, Chief Counsel and Plant Managers. (See #1 above)

4. <u>Chief Financial Officer.</u>

In addition to the authority specified in #1 above, the Chief Financial Officer has the authority to approve the Director and Deputy Director's travel authority, acceptance of travel expenses from non-government sources (after legal review by the Mint's Chief Counsel) and travel expenses of a spouse in connection with an agency or Departmental awards ceremony.

November 4, 2003

MEMORANDUM FOR ALL EXECUTIVES

FROM: John M. Dalrymple **/s/ John M. Dalrymple**
Deputy Commissioner for Operations Support

SUBJECT: Off-site Meetings

The IRS has official guidelines in place for selecting locations and facilities for IRS off-site training. (See IRM 6.410.2.) Generally,

- Off-site meetings, conferences or training should be designed to minimize the number of employees who must travel or stay overnight;
- All cost comparisons to identify the lowest cost city for the meeting location must include the headquarters city;
- Whenever cost differences are negligible, the decision to use the headquarters or sponsoring IRS (host) city will prevail;
- Cost comparisons and the final decision for the location of the meeting must be documented and the approving official must retain those documents; and
- Meetings should not be held in locations that might be perceived as "resorts."

We generally have used these guidelines to good effect in making prudent and economical decisions when choosing locations and facilities for off-site meetings. In light of our tightening budgets, however, we need to institute an additional approval process. If you estimate that a proposed meeting will cost more than $100,000, please submit to my office for review and approval a memorandum with a description of the meeting, options for meeting locations and any associated cost information. The memorandum should be submitted prior to making any nonrefundable financial commitments and also should show approval by the appropriate Division Commissioner or business unit head.

This oversight is not intended to inhibit considering off-site meeting locations as there are situations when such locations are appropriate. It is intended to ensure that, in all circumstances, we thoroughly consider existing guidelines and that we have chosen the most efficient, effective and economical option for our meetings.

If you have any questions related to this memorandum, please contact Kirsten Wielobob at (202) 622-6860.