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\$Q 2YHUYLHZ RI 6LQJOH \$XGLW 5HTXLUHPHQWV RI 6WD  
/RFDO \*RYHUQPHQWV DQG 1RQ 3URILW 2UJDQLJDWLRQ

7R PHHW DXGLW UHTXLUHQWV DQG 1RQ 3URILW 2UJDQLJDWLRQ \*XLGDQFH  
3ULQFLSOHV \$XGLW DQG \$GPLQLVWUDWLYH 1RQ 3URILW 2UJDQLJDWLRQ  
PXVW VXEPLW DOO GRFXPHQWV UHTXLUHQWV (RUP) RXIPGDQFH  
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XQGHU RQO\ RQH )HGHUDO SURJUDPS UHTXLUHQWV DW DW B WK  
UHJXODWLRQV RU WKH WHUPV DQG RQGLUHTXLRQV DIWQBHQH  
VWDWHPHQW DXGLW RI WKH DXGLW UHTXLUHQWV DZDUGV  
FRQGXFWHG \$ SURJUDP VSHFLILF DXGLW DZDUGV WKH HOHF  
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VXSSOLHG HOHFVRURQLVF PHXVSBHQWQW PDLO ZKHQ GUL

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Office of the Chief Financial Officer

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You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- x Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
  - o Ensure that attending or hosting a conference or meeting is consistent with its approved



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&RQYHUVHO\ LI D 6WDWH LV ODWHDQR PDNLQJ JHS DSDWPHHQWV XQ  
RZHV LQWHUHVW WR WKH )HGHUDO QRRM HQQPIQWU LGRFS RAKLHW  
WR WKH 6WDWHV DFFRXQW XQWLOSD KPH QW6WDWHWKH XPRUH VLQR RUI  
WKH UHFHQWO\ LVVXHG OHPHUDQG XIRQ L&DPV KQ B Q&KJLPHH)Q W DZKFI  
SRVWHG RQ WKH HG JRY 3(' OHPHUDQG WR \*UDQWHHV' SDJH  
D [WWW\\$ ZZZ HG JRY SROLF\ IXQG JXLG JSRVEXO JSRVEXO KV](#)

4 :KDW DUH WKH &0,\$ UHTXLUHPPHQWV IRU VDRSDR JUDPPHUV XUKDQW DW  
\$JUHHPPHQW"  
\$ ,I D SURJUDP LV QRW LQFOXGHG WQWHUSIDWWOIHQ WQWHUSIDWWOIHQ  
OLDEOH IRU LQWUHHVSDIRHQWDLQJHGHUDDO ERWKUWRHQW DQ  
PXVW PLQLPLJH WKH WLPH HODSVLHQW EHIW QHGWDQW SHWKDQWGDW K  
IXQGV DUH GHSRVLWHG WR WKH 6WDWHUHQWGDW RRPXQW PLJAKMKQ  
EHWZHHQ WKH GDWH LV UHFHLYH DQGHQW6WDWHWKH )HGHUDD  
XQGHU WKH SURJUDPPHUV P&KWK PLSQIP LXQ QW6WDWHWKH UHG  
WR RQO\ WKDW QHHGHG WR PHHWWMKH 7KHPWGEDQW HFDQW KDQRX  
WUDQVIHUHQW PXVW EH DV FORVH DV LV DGPLQLVWUDWLYHO\

4 :KR LV UHVSQRVLEOH IRU &DVK 0DQDJHPHQW "  
\$ \*UDQWHHV DQG VXEJUDQWHHV WKDWWRUMFKHL YHS DWDVCPM QXQGVH  
IRU PDLQWDLQLQJ LQWHUQDO FRQWUJHJUDV UHURJUDLQ IXQGN RQ  
8QLIRUP \*XLGDQFH LQ &)5 DQWHHV DUHQUBIGSRVLRQOH  
WKDW VXEJUDQWHHV DUH DZDUH RI WVKHLCF DVK)5P DQDWHPHQWED

4 :KR LV UHVSQRVLEOH IRU PRQLWRULSDDEDQKHGZIDVZGRZQK WR  
PDQDJHPHQW SROLFLHV "  
\$ 5HFLSLHQWV PXVW PRQLWRUDQWKRUVHRRZIQVFNKUGVXDEZGRFLQSLHQ  
VXEVDQWLDQ FRPSOLDQFH WR WDKG YDQDFHG/DUGV RI WLPLQJ

4 +RZ VRRQ PD\ , GUDZ GRZQ IXQGV IURPAWVHP\* JUDQWV PDQD  
\$ \*UDQWHHV DUH UHTXLUHG WR PLQHJGJUDVQRZDPRQGWRH WLSH  
IXQGV IURP WKHLU (EDQ N D)5FRXQW XVW)XQGV DZQ RQO\ WR P  
JUDQWHHV LPPHGLDWH FDVK QHHGWFIRUHEDGFKV SOGLYLVGKHDR  
PHVVDJH

By submitting this payment request, I certify to the best of my knowledge and belief that the request is based on true, complete, and accurate information. I further certify that the



4  
\$

:KR LV UHVSQRVLEOH IRU GHWHUPLQW (JWKKH) DORNDW JR YLQW