

**Executive in Charge, Office of Management
Action Item**

SUBJECT: Approval of two updated financial policy chapters.

Vol.	Ch.	Title
II	5	Obligations Policy
XIV	2	Conference Planning

DISCUSSION: The Financial Policy Steering Committee voted, approved, and recommended CFO approval of the following policy chapters:

- Volume II, Ch. 5 *Obligations Policy*, establishes the Department of Veterans Affairs (VA) financial policies and procedures relating to establishing, maintaining, and reconciling obligations. Appropriations represent legal authority granted by Congress to incur obligations and to make disbursements for the purposes, during the time periods, and up to the amount limitations specified in the appropriation acts.
- Volume XIV, Ch. 10, *Conference Planning*, establishes the Department of Veterans Affairs (VA) financial policies and procedures relating to conference planning. The purpose of this chapter is to emphasize the need to plan conferences, including any associated travel. As defined by Title 41, Code of Federal Regulations (CFR) Chapters 300 through 304, the [Federal Travel Regulation \(FTR\)](#), a conference may include a meeting, retreat, seminar, symposium, or event that involves attendee travel.

NOTE: A summary of revisions to the chapters is attached.

RECOMMENDATION: Approve the two updated financial policy chapters by signing below.

Approved:

 /s/ Helen Tierney
Helen Tierney
Executive in Charge, Office of Management,
and Chief Financial Officer

May 8, 2014
Date