

**Report on Conference Expenditures
Fiscal Year 2024**

This report fulfills the U.S. International Development Finance Corporation’s (DFC) reporting requirements pertaining to conference related expenditures contained within the Further Consolidated Appropriations Act of 2024 and the Office of Management and Budget’s Memorandum M-12-12 (OMB M-12-12, issued May 2012 and OMB M-17-08, issued November 25, 2016) for fiscal year 2024.

During fiscal year 2024, DFC hosted one conference that met the threshold for reporting.

Name of Conference	Office of General Counsel Continuing Education and Team Building Offsite
Location	Richmond, VA
Dates	10/16/23 – 10/18/23
Total Expenses	\$119,362, including approximately \$14,000 for audio-visual services and \$11,000 for food and beverages. ¹ Related travel expenses totaled \$60,362. ²
Number of Attendees	69
Purpose and Contribution to Mission	Three-day departmental event during which OGC set forth plans to align the Corporation’s and OGC’s priorities and strategic visions. Attorneys and staff participated in Continuing Legal Education and Professional Development courses as well as departmental discussions of relevant and pressing issues facing the organization.
Contracting Procedures Utilized	The contract was awarded using an existing single award blanket purchase agreement (BPA) that was previously competed. The contract price was in accordance with the BPA price list which was determined fair and reasonable prior to the establishment of the BPA.

¹ Estimates are based on contractor reporting under this firm fixed price vendor award.

² Based on actual travel vouchers paid.