

DETAILED COST ANALYSIS

USDA-APHIS

PAGE

OF

SECTION I - REVIEW FOR ACCURACY AND COST IMPLICATIONS

1. PURPOSE OF MEETING	2. GEOGRAPHIC LOCATION	3. NUMBER OF ATTENDEES	4. DATE SUBMITTED
5. NAME OF EVENT	6. DATE(S) OF EVENT	7. REFERENCE NO.	

SECTION II - TRAVEL COSTS

PER DIEM	AMOUNT
	\$
TRANSPORTATION COSTS	AMOUNT
	\$
LOCAL TRANSPORTATION	AMOUNT
	\$
MISCELLANEOUS TRAVEL EXPENSES	AMOUNT
	\$
TOTAL TRAVEL COSTS	TOTAL COSTS
	\$

SECTION III - CONFERENCE COSTS

PRIMARY CONFERENCE EXPENSES (e.g., facility, supplies and equipment, speakers, facilitators, etc.)	AMOUNT
	\$
OTHER CONFERENCE RELATED EXPENSES (e.g., facility, supplies and equipment, speakers, facilitators, etc.)	AMOUNT
	\$
TOTAL CONFERENCE COST	TOTAL COSTS
	\$

SECTION IV - EVENT TOTAL COSTS

TOTAL COSTS FOR EVENT (Combine Section II and Section III)	TOTAL COSTS
	\$

Funds are Available

Site Selection Cost Benefit Analysis Attached

SECTION V - MISCELLANEOUS INFORMATION

NAME OF CONTACT PERSON	TELEPHONE NUMBER	E-MAIL ADDRESS	FAX NUMBER
APPROVED BY (Level and number of approvals at discretion of Subcabinet Officer)			
SIGNATURE	DATE	SIGNATURE	DATE