Conference Attendance Approval Request (CAAR)

DATE OF REQUEST:

TRAVELER: *name*

   title   *Div/Sec*

CONFERENCE TITLE:

SPONSORING ORGANIZATION(S): [*title of DOE, DOE contractor organization or non-DOE entity sponsoring or cosponsoring the conference; include conference URL/email contact(s) if available*]

CONFERENCE DATE(S):

CONFERENCE LOCATION:

PURPOSE AND OBJECTIVE(S):

ESTIMATED COSTS:

 TRAVEL COSTS: [*includes transportation, lodging, per diem, registration, etc.*]

 Fermilab supported attendee: $

 OTHER EXPENSES: [*if applicable; e.g. special computer support*]

  Other Expenses: $

 TOTAL ESTIMATED DOE/FNAL COSTS: $

IMPACT STATEMENT:
[p*rovide an impact statement of effect if attendance at the conference is **not** approved*]

ATTACHMENTS: *current conference agenda, attendee list (if available), and any conference related planned activities outside the agenda*

FOR DIRECTORATE and DOE/FSO USE ONLY

Approved for submittal to FSO: _____
         Name   Date

Approved by DOE/FSO: _____
         Name   Date