

Conference Support Cost Principles Guidelines

Under the Prime Contract No. DE-AC02-07CH11359 between the U. S. Department of Energy and Fermi Research Alliance, LLC for the operation of the Fermi National Accelerator Laboratory, no unallowable costs may be allocable to these funds. In other words, these funds may be used for allowable costs ONLY in support of organizing this event.

Whether or not an item of cost is allowable under the Prime Contract requires evaluation and judgment. The Prime Contract applies the following guidelines in determining if an item is allowable or not:

- 1) Reasonableness in accordance with Federal Acquisition Regulations 31.2 and good business judgment;
- 2) Consistent application of generally accepted accounting principles and practices;
- 3) Recognition of items that are specifically excludable costs according to the Contract.

Following is a list of items which have been determined to be **unallowable**:

- 1) Social events, especially those where alcohol is consumed
- 2) Entertainment such as tickets to theater performances, amusement diversions, sports events, transportation to such events, tours of public museums, etc.
- 3) Memorabilia, such as gifts, souvenirs, commemorative bags or portfolios, commemorative memory sticks, commemorative pens, etc.
- 4) Refreshment breaks before or after sessions begin or end
- 5) Items that are not disposable -- that can be used again after the conference is over
- 6) Meal costs are generally unallowable except in limited circumstances described in Fermilab's Meals Policy (See below.)

Following is a list of items which have been determined to be **allowable**:

- 1) Staff salaries
- 2) Shipping of equipment and supplies
- 3) Meeting space rental
- 4) Audio Visual equipment rental
- 5) Computer Rental
- 6) Coffee breaks (minimal, light refreshments) if preceded and followed by meeting sessions and last no longer than 30 minutes
- 7) Shuttle transportation (buses) from conference hotels to meeting location if necessary
- 8) Bus rental for scientific facility tours
- 9) Travel support of participants and speakers
- 10) Staff overtime
- 11) Meal service if time spent is integral to the conference program and if there are no or few options for participants to obtain meal service elsewhere within a reasonable amount of time