

Contractor Pre-Conference Expense Offset Worksheet

Contract Number: _____

Task Order/Work Assignment Number: _____

Conference Title: _____

	Estimated Conference Expense/Registration Information	Dollar Estimate
1.	Direct Labor (specify by labor category)	
2.	Materials	
3.	Reproduction Costs	
4.	Conference Space/Meeting Rooms	
5.	Travel and/or Per Diem (deduct meals that are provided)	
6.	Hotel/Accommodations/Lodging rooms	
7.	Speaker Fees/Honoraria/Stipend	
8.	Audio Visual or other presentation costs	
9.	Transcription or Recording services	
10.	Light Refreshments	
11.	Meals	
12.	Other Direct Costs (list all other expenses and the associated costs for each)	
13.	Indirect Expenses (Fringe, Overhead, G&A)	
14.	Fee (if applicable)	
15.	Total Estimated Conference Costs (Sum of lines 1 - 14)	
16.	Per Person Registration Fee	
17.	Estimate of Fee Paying Attendees	
18.	Estimate of Total Registration Fees Collected (line 16 x line 17) *Must be less than Total Estimated Conference Costs (line 15)	
19.	Estimated Conference Costs Minus Registration Fee (line 15 – line 18)	

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