

Reclamation Manual

Directives and Standards

Conference Reporting Matrix

	Annual Plan	Approval Package		Post-Conference Reporting (See Note 3)	
		Conference	Co-Sponsorship	Hosted	External
\$10,000 or More (See Note 1)	Annual Plan (updated quarterly)	RLT Member	Deputy Secretary	N/A	N/A
\$20,000 or More (See Note 1)		Deputy Commissioner's Group		Actual cost to OIG ¹ and PFM ²	N/A
\$40,000 or more		AS-PMB/DAS-BFPA ³			N/A
\$100,000 or more		Deputy Secretary		Actual cost to OIG and PFM	Actual cost to OIG and PFM
\$500,000 and more (See Note 2)		Secretarial waiver and approval by Deputy Secretary		Actual cost and waiver to OIG and PFM	

Note 1: Reclamation-Hosted and External Conferences of less than \$20,000 are not reported on the annual plan as well as Co-Sponsorship Conferences of less than \$10,000. Follow the requirements established by each RLT member.

Note 2: For conferences of \$500,000 or more, a Secretarial waiver must be requested and granted prior to completing submitting the conference attendance approval package.

Note 3: Actual costs for conferences are submitted to the OIG and PFM by the External Conference Coordinator. The Department of the Interior is responsible for posting these conferences on their Web site.

¹ Office of Inspector General

² Department of the Interior's Office of Financial Management

³ Assistant Secretary-Policy, Management and Budget