

Reclamation Manual

Directives and Standards



Department of the Interior Multiple City Cost Analysis Worksheet

ATTENDANCE (attendees with costs paid by DOI)	ATTENDEES
Department of the Interior employees (specify number and bureau here, i.e., Inps, 2blm)	
Non-Department of the Interior government employees (specify number and agency)	
Invitational Travelers	
Source of Funding (appropriations, reimbursable, other)	
TOTAL ATTENDEES	

ESTIMATED TRAVEL COSTS (paid by DOI)	(city, state) (per diem rate)	(city, state) (per diem rate)	(city, state) (per diem rate)
Total number of travelers at each location			
Airfare (average airfare x travelers)			
Other mode of transportation to TDY location (train, bus, POV, GOV, boat, etc.)			
POV to/from airport (rate x mileage x travelers)			
Lodging (GSA rate x travelers x nights)			
M&IE (GSA rate x travelers x days)			
Rental car (include rental car fuel)			
Miscellaneous (taxi, shuttle, tip, airport parking, etc.)			
TOTAL TRAVEL COSTS:			

ADMINISTRATIVE COSTS	(city, state) (per diem rate)	(city, state) (per diem rate)	(city, state) (per diem rate)
Registration fees			
Sponsorships			
Hire of rooms for official business			
Audiovisual use			
Advertising			
Conference set-up/other charges			
Light refreshments			
Preparation and planning			
Other			
TOTAL ADMINISTRATIVE COSTS:			

TOTAL COSTS (TRAVEL + ADMINISTRATIVE):			
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NOTES:

- (1) If least costly city is not selected provide a written justification for selecting a more costly option.
- (2) If conference is external only one column from Estimated Travel Costs and registration fees under Administrative costs need to be completed..
- (3) If "Other" costs are identified, specify what exactly is included in these costs.

INSTRUCTIONS:

Attendance:

Estimated Travel Costs Paid by DOI:

1. Airfare: Enter the estimated flight expense, including baggage and Concur fees (e.g. \$8.26 transaction fee, \$14.75 voucher fee, \$34.30 agent assist fee).
2. Other mode of transportation to TDY location (train, bus, POV, GOV, boat, etc.): If known, enter the estimated cost of a different mode of transportation instead of flying to the conference (e.g., POV to and from the conference).
3. POV to/from airport: Enter the estimated mileage expense to and from the airport if flying.
4. Lodging: Enter the GSA lodging rate plus lodging taxes for the TDY location [do not include additional expenses incurred at hotel (e.g., phone, room service)].
5. M&IE: Enter the GSA per diem rate for the TDY location.
6. Rental car (include rental car fuel): Enter the estimated rental car expense, including rental car fuel.
7. Miscellaneous (e.g., taxi, shuttle, tip, airport parking, etc.): Enter the estimated expense of any miscellaneous travel expenses not listed in previous rows.

Administrative Costs:

1. Registration fees: Enter the estimated registration fees for all attendees.
2. Sponsorships: Enter sponsorship amount if applicable.
3. Hire of rooms for official business: Enter estimated cost of conference room rental.
4. Audiovisual use: Enter estimated cost of audiovisual equipment rental, including extension cords.
5. Advertising: Enter estimated cost of advertising the conference.
6. Conference set up/other charges: Enter the estimated amount of other costs that are not included under *Hire of rooms for official business* (e.g., fees to set up room in a specific design)
7. Light refreshments: Enter estimated cost of light refreshments,
8. Preparation and planning: Enter estimated cost of reproduction costs, site visit, etc., for planning and preparing for the conference (do not include the employees' time used in setting up the conference).
9. Other: Enter the estimated expense of any other administrative conference expenses not listed in previous rows.

Total Costs (Administrative + Travel):

1. Sum of *Estimated Travel Costs Paid by DOI* and *Administrative Costs*

NOTES:

1. If *Miscellaneous expense* (e.g., taxi, shuttle, tip, airport parking, etc.) is identified in the *Estimated Travel Costs Paid by DOI* section, identify what is included in these costs.
2. If *Other expense* (is identified in the *Administrative Costs* section, identify what is included in these costs.