Reclamation Manual

Directives and Standards

Bureau of Reclamation Attendee Cost Worksheet
Name of Conference
Dates of Conference
City, State

Attendee Travel Costs													
Attendee Name (1)	**Bureau/Agency (2)**	**Duty Station (City, State) (3)**	**No. Nights of Lodging (4)**	**Lodging ($) (5)**	**MI&E ($) (6)**	**Rental Car ($) (7)**	**POV to and from airport ($) (8)**	**Airfare ($) (9)**	**Other Mode of Tranportation to TDY location ($) (10)**	**Misc ($) (11)**	**Misc (Identify) (12)**	**Total Travel ($) (13)**	
				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	
												$0.00	
												$0.00	
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												$0.00	
												$0.00	
												$0.00	
												$0.00	
											Total Travel Cost	$0.00	

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Conference Costs													
Hire of Rooms for Official Business (14)	Audiovisual Use (15)	Advertising (16)	Set-Up/ Other (17)	Light Refreshments (18)	Preparation/ Planning (19)	Registratration Fees (20)	Sponsorships (21)	Other (22)	Total Event Overhead (23)				
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
									Total Event Cost (24)				
									$0.00				

Instructions

The Bureau of Reclamation submits the information requested on this form for each conference requiring approval. This form identifies all attendees and the estimated expenses they will incur.

Below are instructions for completing this form. After completing this form, e-mail it back to your organizational conference coordinator.

(1) Enter attendee's name (last, first).

(2) Enter the attendee's bureau/agency (all attendees whose travel exepenses are going to be paid by the Department, its bureaus, or its offices)

(3) Enter attendee's city and state for duty location.

(4) Enter the estimated number of nights attendee will incur hotel expenses.

(5) Enter the estimated total lodging expense, inlcuding lodging taxes [do not include additional expenses incurred at hotel (e.g., phone, room service)].

(6) Enter the estimated total per diem expense [excluding lodging reflected in column (5)]

(7) Enter the estimated total rental car expense, including rental car fuel.

(8) Estimated mileage expense to and from the airport if flying.

(9) Enter the estimated flight expense, include Concur fees (e.g. $8.26 Transaction Fee, $14.75 Voucher Fee, $34.30 Agent Assist Fee), and any baggage fees.

(10) Enter the estimated cost of a different mode of transportation instead of flying to a conference (e.g., privately owned vehicle, government vehicle, train bus, etc.)

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(11)	Enter the estimated total cost of any miscellaneous expenses not listed in items 5 through 10 (e.g., taxi, tip, shuttle, airport parking, etc).
(12)	Identify the expenses that are in item 11 (e.g., taxi, tip, shuttle, airport parking, etc.).
(13)	Enter the estimated total travel expense (columns 5 through 11).
(14)	Estimated cost of conference room(s) rental.
(15)	Estimated cost of audiovisual equipment rental, including extension cords.
(16)	Estimated cost of advertising the event.
(17)	Other costs estimated not listed under Hire of Rooms for Official Business, e.g., if the hotel or property office charges for set up of the room in a specific design.
(18)	Estimated Cost of light refreshments.
(19)	Include estimated cost of reproduction costs, site visit, etc., for putting the conference together (do not include the employees' time used in setting up the conference).
(20)	Enter estimated cost of registration fees for all attendees.
(21)	Enter estimated sponsorship amount if applicable.
(22)	Enter estimated expense of any other administrative conference expenses not listed in items 14 through 21.
(23)	Add items 14 through 22.
(24)	Add items 13 and 23 (total estimated event cost).