



# Reclamation Manual

## Directives and Standards

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

Conference Costs													
Hire of Rooms for Official Business (14)	Audiovisual Use (15)	Advertising (16)	Set-Up/ Other (17)	Light Refresh ments (18)	Preparation/ Planning (19)	Registratrat ion 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				
<b>Instructions</b>													
The Bureau of Reclamation submits the information requested on this form for each conference approved by the Department of the Interior. This form identifies the Department employees who attended the conference and the actual expenses incurred in attending the conference.													
You have been identified as an attendee for the above conference. 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 expenses were paid by the Department, its bureaus, or its offices)													
(3) Enter attendee's city and state for duty location													
(4) Enter the number of nights attendee incurred hotel expenses.													
(5) Enter the total lodging expense, including lodging taxes [do not include additional expenses incurred at hotel (e.g., phone, room service)].													
(6) Enter the total per diem expense [excluding lodging reflected in column (5)]													
(7) Enter the total rental car expense, including rental car fuel.													
(8) Mileage expense to and from the airport if flying.													
(9) Enter the actual 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 actual cost of a different mode of transportation instead of flying to a conference, approved on the travel authorization (e.g., privately owned vehicle, government vehicle,													

