Reclamation Manual

Directives and Standards

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

Attendee Travel Costs							Ţ.					Ĭ	
Attendee Name	Bureau/Agency	Duty Station (City, State)	No. Nights		MI&E (\$)	Rental Car (\$)	POV to and from airport (\$)	Airfare (\$)	Other Mode of Tranportation to TDY location (\$)	Misc (\$)	Misc (Identify)	Total Travel (\$)	
(1)	(2)	(3)	(4)	Lodging (\$) (5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
3				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	31	\$0.00	
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			-	-			19	(V		To	tal Travel Cost	\$0.00	
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Name of Conference
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City, State

Conference Costs													1
Hire of Rooms for Official Business	Audiovisual Use	Advertising	Set-Up/ Other	Light Refresh ments	Preparation/ Planning	Registratrati on Fees	Sponsorships	Other	Total Event Overhead				
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(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		Š					8						
mstructions		h											
Bureau of Reclamation submits	the information requ	ested on this form for each o	onference app	proved by the De	partment of the	Interior. This	form identifies t	he Departme	nt employees w	ho attended t	he		
ference and the actual expenses													
		(a) 1 (a) 2 (b) 1 (a)					10						11
u have been identified as an atter	idee for the above co	onference. Below are instruc	tions for comp	leting this form.	After completin	g this form, e-	mail it back to yo	our organizat	ional conferenc	e coordinato			9
to) ====================================	(last East)	1.6											
(1) Enter attendee's name	(last, first).												
(2) Enter the attendee's bu	reau/agency (all atte	endees whose travel exepens	es were paid b	y the Departmen	l nt, its bureaus, o	r its offices)							
100.00	1 1900 1900	•	1.0	1	ri e	· ·	1			1			1
(3) Enter attendee's city ar	nd state for duty local	tion					9	3		8			8
		NO. 171200											
(4) Enter the number of ni	ghts attendee incurre	ed hotel expenses.											
(5) Enter the total lodging	expense, inlouding lo	dging taxes [do not include a	dditional expe	enses incurred at	hotel (e.g., phor	ne, room servi	te)].						
1.70000		- ale areas — takini	1,522		134556666435	785	200			1			1
(6) Enter the total per dier	n expense [excluding	lodging reflected in column	(5)]					9					9
(7) Enter the total rental co	ar expense, including	rental car fuel.	Ti-										
								9	1	9			9
(8) Mileage expense to an	d from the airport if f	lying.											
(a) February States	I and the second second			Venetas Fac. 45	4.70 4	- Frank							
(9) Enter the actual flight e	expense, include Cond	cur fees (e.g. \$8.26 Transacti	on ree, \$14.75	voucher Fee, \$3	14.50 Agent Assi:	st ree), and an	y paggage tees.					1	
(5)													

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			City, Sta							
train, bus, etc.)										
(11) Enter the total cost of any miscellaneous exp	enses not listed in items 5 throu	igh 10 (e.g., taxi, tip, sh	uttle, airport parkin	g, etc).	-		8	3 X		
				1			d .	1		
(12) Identify the expenses that are in item 11 (e.g	g., taxi, tip, shuttle, airport parkin	ng, etc.).								
	H: 42/000 DX 01 B	1000					3	. Y		
(13) Enter the total travel expense (columns 5 th	rough 11).		,							Ų.
(14) Cost of conference room(s) rental.							3	1		
	Ų.									Ų.
(15) Cost of audiovisual equipment rental, includ	ing extension cords.	1								
					1		3	i .		
(16) Cost of advertising the event.										
(-)		1								
(17) Other costs incurred not listed under Hire of	Rooms for Official Business, e.g.	, if the hotel or propert	y office charges for	set up of the ro	om in a specifi	c design.	Š			2
	Ų.		-		_					Ų,
(18) Cost of light refreshments.										
		5					Š.	1		
(19) Include cost of reproduction costs, site visit,	etc., for putting the conference t	together (do not includ	the employees' tir	ne used in sett	ing up the confe	erence).				Ų.
				-						
(20) Enter cost of registration fees for all attende	es.							1		
(21) Enter sponsorship amount if applicable.										
		7		10 8			Ť	5		
(22) Enter expense of any other administrative co										
(22) 2.1.2. 2.1.2. 2.1 and activation of the		The state of the s	+	1				7		
(23) Add items 14 through 22.					7		ć	7		
(23) Add Reliis 14 till Odgil 22.		1					Co.			