

# Reclamation Manual

## Directives and Standards

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### Externally Hosted Conference Memorandum Requesting Deputy Commissioner Approval

#### Mail Code

ADM-10.00

#### MEMORANDUM

To: Deputy Commissioner – Operations (to the Deputy Commissioner the host reports to)

From: (Name)  
RLT Member

Subject: Approval to Attend (insert name of conference) Conference

In accordance with the requirements in Reclamation Manual Directive and Standard, *Approval and Reporting for Conferences Hosted, Attended, or Co-Sponsored by Bureau of Reclamation Employees* (ADM 04-01), I request your signatory approval for the attached Bureau of Reclamation personnel to attend (name of conference).

#### *Body of approval memorandum must include:*

- title and date of proposed conference;
- purpose and objective of conference (what is conference intended to achieve and how does it support Reclamation's mission);
- the following statement if conference expenses are \$100,000 or more: "Physical co-location of Federal employees in a conference setting is a necessary and cost-effective means to carry out the Bureau of Reclamation's mission."
- whether meals/food will be provided (if food will be provided, must state in this memorandum that conference participants will be notified of the appropriate deductions that need to be made to their per diem for food provided at conference);
- a statement that attendees will be notified in writing that they must designate the purpose of their trip as "Conference Attendance" in the electronic travel system; and
- source of funding for travel.

Please sign Attachment 3 approving our request.

Attachments – 4 (Must reference attachments in the body of the memorandum)

#### *Memorandum must have the following documents attached:*

1. Conference agenda.

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2. *Department of the Interior Multiple City Cost Analysis Worksheet* with only Attendance and Estimated Travel Costs, and registration fees and sponsorships (if applicable) completed (see Appendix D of ADM 04-01).
3. [\*Department of the Interior Checklist for Evaluation of Proposed Conference\*](#) (see Appendix E of ADM 04-01 for instructions to complete this form).
4. *Department of the Interior Conference Attendee Cost Worksheet* (see Appendix F of ADM 04-01).

cc: 91-10000 (Quint, Rice), 92-00000 (Oates, Thompson), 92-40000 (Aaron, Meredith), 94-00000 (Payne), 94-00010 (Brynda); 96-00000 (Coleman, Palumbo)  
(w/att to each)

other bcs determined by originating office