

# Reclamation Manual

## Directives and Standards

Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX (Oct 20XX)												
Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/MI&E)	Source of Funding (appropriations, Reimbursable, other)

## Reclamation Manual

Directives and Standards

Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX (Nov 20XX)												
Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/MI&E)	Source of Funding (appropriations, Reimbursable, other)

# Reclamation Manual

## Directives and Standards

Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX (Dec 20XX)												
Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/ MI&E)	Source of Funding (appropriations, Reimbursable, other)

# Reclamation Manual

## Directives and Standards

Annual Plan of External Conferences Sponsored by Other Entities  
and Attended by Reclamation Personnel for Fiscal Year 20XX  
(Jan 20XX)

Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/ MI&E)	Source of Funding (appropriations, Reimbursable, other)

## Reclamation Manual

Directives and Standards

Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX (Feb 20XX)												
Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/MI&E)	Source of Funding (appropriations, Reimbursable, other)

## Reclamation Manual

Directives and Standards

Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX (Mar 20XX)												
Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/MI&E)	Source of Funding (appropriations, Reimbursable, other)

## Reclamation Manual

Directives and Standards

Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX (Apr 20XX)												
Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/MI&E)	Source of Funding (appropriations, Reimbursable, other)

## Reclamation Manual

Directives and Standards

Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX (May 20XX)												
Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/MI&E)	Source of Funding (appropriations, Reimbursable, other)



# Reclamation Manual

## Directives and Standards

Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX (Jun 20XX)												
Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/MI&E)	Source of Funding (appropriations, Reimbursable, other)

# Reclamation Manual

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Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX (Jul 20XX)												
Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/MI&E)	Source of Funding (appropriations, Reimbursable, other)

# Reclamation Manual

## Directives and Standards

Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX (Aug 20XX)												
Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/MI&E)	Source of Funding (appropriations, Reimbursable, other)

# Reclamation Manual

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Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX (Sep 20XX)												
Conference Title	Start Date	End Date	Conference Location	Reclamation Organization	Employee Name	Position Title	Employee's Duty Station	Conference Role (e.g., Attendee, Presenter, Officer, Panel Member)	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Per Diem Rate (Lodging/ MI&E)	Source of Funding (appropriations, Reimbursable, other)