

## Reclamation Manual

### Directives and Standards

Type of Conference	Estimated Costs	Annual Plan and Quarterly Updates	Conference Reporting (Days before conference start)	Approval	Pre-Conference Approval Required	Post-Conference Reporting Required
Reclamation Hosted	Less than \$20,000	No	N/A	RLT Member	Yes - RLT Member Instructions	RLT Member Instructions
	\$20,000 or more but less than \$40,000	Yes	90 days	RLT Member	Yes - RLT Member Instructions	Yes
	\$40,000 or more but less than \$100,000	Yes	90 days	AS-PMB	Yes – Follow ADM 04-01	Yes
	\$100,000 or more but less than \$500,000	Yes	90 days	Deputy Secretary	Yes – Follow ADM 04-01	Yes
	\$500,000 or more	Yes	90 days	Secretarial waiver and approval by Deputy Secretary	Yes – Follow ADM 04-01	Yes
External	Less than \$20,000	Yes	90 days	RLT Member	Yes - RLT Member Instructions	N/A
	\$20,000 or more but less than \$40,000	Yes	90 days	RLT Member	Yes - RLT Member Instructions	N/A
	\$40,000 or more but less than \$100,000	Yes	90 days	AS-PMB	Yes – Follow ADM 04-01	N/A
	\$100,001 or more but less than \$500,000	Yes	90 days	Deputy Secretary	Yes – Follow ADM 04-01	Yes
	\$500,000 or more	Yes	90 days	Secretarial waiver and approval by Deputy Secretary	Yes – Follow ADM 04-01	Yes
Co-Sponsorship*	Less than \$10,000	No	N/A	RLT Member Instructions	Yes - RLT Member Instructions	RLT Member Instructions
	\$10,000 or more but less than \$500,000	Yes	90 days	Deputy Secretary	Yes – Follow ADM 04-01	N/A
	\$500,000 or more	Yes	90 days	Secretarial waiver and approval by Deputy Secretary	Yes – Follow ADM 04-01	N/A

\*This threshold includes advertising, corporate membership, and all other support to a hosting organization; however, co-sponsorship expenses do not include attendance fees, travel costs, or employee salaries. Co-sponsored conferences are reported like Reclamation-hosted conferences once they are approved.