Reclamation Manual

Directives and Standards

SAMPLE: 2022 External Conference Annual Pla — DEPARTMENT OF THE INTERIOR

Bureau: Bureau of Reclamation — CONFERENCE ACTIVIY AND SPENDING

								Estimated Costs				Calculated			
Event Name	Frequency - Drop-Down	Host	Start Date	End Date	Event City	State/ Country	Attendees	Total Registration Cost (For Externally Hosted Events Only)	Total Travel Costs	Total Sponsorship Costs	Total Administrative Costs	Total Conference Costs	Bureau Contact Email	Date Final Approval is Needed	Notes - Optional
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