

## Reclamation Manual

Directives and Standards

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**The following memo is for Reclamation-hosted  
(internal) conferences that cost more than  
\$40,000 and less than \$100,000**

**Mail Code**

1.1.01

Memorandum

To: Assistant Secretary – Policy, Management and Budget

Through: Timothy R. Petty, Ph.D.  
Assistant Secretary  
for Water and Science

From: Brenda Burman  
Commissioner

Subject: Approval for *(insert name of conference)* Conference, Site, and Associated Travel

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 to host the Bureau of Reclamation's *(name of conference)* involving approximately *(insert total number of attendees)* participants. Approximately *(insert number of Federal employees)* are Federal employees of which *(insert number of Federal employees or Reclamation invitational travelers that will incur travel expenses)* are anticipated to incur travel expenses to attend this conference.

**NOTE: If there are early bird hotel deadlines, include text explaining the deadlines in this memorandum. Also, include a line requesting that the conference package is expedited to take advantage of the reduced costs.**

Meeting Title: Title of proposed conference

Date: Date of proposed conference

Purpose: Purpose and objective of conference (what is conference intended to achieve and how does it support Reclamation's mission).

Costs: • Estimated costs for this conference are approximately \$###,### for travel and

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###,### for administrative costs for a total estimated cost of \$###,###.

- An explanation if there are any out-of-the-ordinary costs.

**Location:**

- The location of the conference.
- You must include a description of efforts made to host conference at a government-owned facility and, if a government facility is not selected, a detailed justification of why a government facility will not be suitable (note: absence of planning to secure a Federal facility and lack of availability due to lack of planning is not sufficient rationale) (see [www.frpg.gov](http://www.frpg.gov) for a catalog of facilities).
- A description of the research conducted by the hosting office of proposed facilities and justification for proposed selection (e.g., hotel for conference facilities, hotel for employee lodging, government facility, etc.).

**Marketing:** Include this section if marketing is required for the conference.

**Per Diem:**

- A statement that conference lodging is within per diem.
- A statement if meals or food will be provided at this meeting (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).

**Worksheet:**

- A description of the process used to complete the Department of the Interior Multiple City Cost Analysis Worksheet (see Appendix C of ADM 04-01)
- Note if a cost comparison was conducted in evaluating potential contractors for the conference.

**Speakers:**

- State whether speakers will be invited and an explanation of their expected contribution to the objectives of the conference.
- Include whether speakers will be paid and, if so, is the fee appropriate. Also, state how their credentials were verified.

**Trip Purpose:** A statement that attendees will be notified in writing that they must designate the purpose of their trip as “Conference Attendance” in the automated travel system.

**Funding:**

- Funding source for conference travel
- Funding source for facilities

Please sign Attachment 3 approving our request. If you have questions regarding this request, please contact **insert the POC for this conference package** at ###-###-###

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

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

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1. Draft conference agenda.
2. *Department of the Interior Multiple City Cost Analysis Worksheet* (see Appendix C of ADM 04-01).
3. *Department of the Interior Checklist for Evaluation of Proposed Conference* (see Appendix D of ADM 04-01).
4. *Bureau of Reclamation Conference Attendee Cost Worksheet* (see Appendix E of ADM 04-01).
5. Any waivers for prohibited expenses.

**NOTE: A *Note to Reviewers* (Appendix L) must be included in the package but is not considered an attachment to this memorandum.**

**NOTE: No contractual commitments will be incurred to plan, host, or attend a Reclamation-hosted conference until such conference is approved by the Assistant Secretary – Policy, Management and Budget in accordance with the requirements in ADM 04-01 if the cost is greater than \$40,000 and less than \$100,000.**

cc: AS/WS

ES

PFM

91-10000, 92-40000, 94-00000, 96-00000, 84-27000, 84-27120, 84-27722, 84-27800, 94-00000

(w/att to each)

Other ccs determined by the originating office.

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**The following memo is for Reclamation-hosted  
(internal) conferences that cost more than  
\$100,000:**

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Memorandum

To: Deputy Secretary – Policy, Management and Budget

Through: Timothy R. Petty, Ph.D.  
Assistant Secretary  
for Water and Science

From: Brenda Burman  
Commissioner

Subject: Approval for *(insert name of conference)* Conference, Site, and Associated Travel

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**NOTE: If there are early bird hotel deadlines, include text explaining the deadlines in this memorandum. Also, include a line requesting that the conference package is expedited to take advantage of the reduced costs**

Meeting Title: Title of proposed conference

Date: Date of proposed conference

Purpose: Purpose and objective of conference (what is conference intended to achieve and how does it support Reclamation's mission).

Costs: • You must include the following statement: "Physical co location of Federal

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employees in a conference setting is a necessary and cost-effective means to carry out the Bureau of Reclamation's mission.”

Estimated costs for this conference are approximately \$###,### for travel and \$###,### for administrative costs for a total estimated cost of \$###,###.

- An explanation if there are any out-of-the-ordinary costs.

- Location:
- The location of the conference.
  - You must include a description of efforts made to host conference at a government-owned facility and, if a government facility is not selected, a detailed justification of why a government facility will not be suitable (note: absence of planning to secure a Federal facility and lack of availability due to lack of planning is not sufficient rationale) (see [www.frpg.gov](http://www.frpg.gov) for a catalog of facilities).
  - A description of the research conducted by the hosting office of proposed facilities and justification for proposed selection (e.g., hotel for conference facilities, hotel for employee lodging, government facility, etc.).
- Marketing:
- Include this section if marketing is required for the conference.
- Per Diem:
- A statement that conference lodging is within per diem.
  - A statement if meals or food will be provided at this meeting (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).
- Worksheet:
- A description of the process used to complete the Department of the Interior Multiple City Cost Analysis Worksheet (see Appendix C of ADM 04-01)
  - Note if a cost comparison was conducted in evaluating potential contractors for the conference.
- Speakers:
- State whether speakers will be invited and an explanation of their expected contribution to the objectives of the conference.
  - Include whether speakers will be paid and, if so, is the fee appropriate. Also, state how their credentials were verified.
- Trip Purpose:
- A statement that attendees will be notified in writing that they must designate the purpose of their trip as “Conference Attendance” in the automated travel system.
- Funding:
- Funding source for conference travel
  - Funding source for facilities selection (e.g., hotel for conference facilities, hotel for employee lodging, government facility, etc.).

Please sign Attachment 3 approving our request. If you have questions regarding this request, please contact **insert the POC for this conference package** at ###-###-###

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5. Any waivers for prohibited expenses.

**NOTE: A *Note to Reviewers* (Appendix L) must be included in the package but is not considered an attachment to this memorandum.**

**NOTE: No contractual commitments will be incurred to plan, host, or attend a Reclamation-hosted conference until such conference is approved by the Deputy Secretary or DAS-BFPA in accordance with the requirements in ADM 04-01 if cost exceeds \$100,000.**

cc: Secretary's Surname  
Deputy Secretary  
AS-PMB  
AS/WS  
ES  
PFM  
91-10000, 92-00000, 92-40000, 94-00000, 94-00010  
96-00000, 84-27000, 84-27120, 84-27722, 84-27800, 94-00000  
(w/att to each)

Other ccs determined by the originating office.