

Reclamation Manual
Directives and Standards

**Department of the Interior
Multiple City Cost Analysis Worksheet**

ATTENDANCE (attendees with costs paid by DOI)	ATTENDEES
Department of the Interior employees (specify number and bureau here, i.e., 1 BOR, 2 BLM)	
Non-Department of the Interior government employees (specify number and agency)	
Invitational Travelers	
TOTAL ATTENDEES	

ESTIMATED TRAVEL COSTS (paid by DOI)	(city, state) (per diem rate)	(city, state) (per diem rate)	(city, state) (per diem rate)
Total number of travelers at each location			
Airfare (average airfare x travelers)			
POV (rate x mileage x travelers)			
Lodging (local rate x travelers x nights)			
M&IE (local rate x travelers x days)			
Rental car / Shuttle			
TOTAL TRAVEL COSTS:			

ADMINISTRATIVE COSTS	(city, state) (per diem rate)	(city, state) (per diem rate)	(city, state) (per diem rate)
Registration fees			
Sponsorships			
Hire of rooms for official business			
Audiovisual use			
Advertising			
Conference set-up			
Light refreshments			
Preparation and planning expenses			
Other			
TOTAL ADMINISTRATIVE COSTS:			

TOTAL COST (TRAVEL + ADMINISTRATIVE)	
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NOTES:

- (1) If least costly city is not selected, provide a written justification for selecting a more costly option.
- (2) If conference is not being hosted or co-hosted then provide costs for conference location.
- (3) For travel section, replace the words in parenthesis with the numbers used in your computation.
- (4) If "Other" costs are identified, specify what exactly is included in these costs.