

Reclamation Manual

Directives and Standards

Conference Approval Package Requirements

The following is a checklist of documents required for Externally and Reclamation Hosted conference attendance approval according to the appropriate approval level:

\$10,000 or Less.

<input type="checkbox"/>	Reclamation Leadership Team Member DTS Surname Upon Submission of Annual Plan and Quarterly Update.
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\$10,000 to \$20,000.

<input type="checkbox"/>	Appendix J - Conference Approval Request Form: <i>Bureau of Reclamation Conference Approval Process</i>
<input type="checkbox"/>	Appendix K - Cost Estimated Worksheet
<input type="checkbox"/>	Conference Agenda / Schedule ➤ This includes schedules and agenda for the conference and other meetings occurring outside the conference event.

\$20,001 to \$75,000.

<input type="checkbox"/>	Appendix L - Note to Reviewer (NTR) – Conference Review
<input type="checkbox"/>	Appendix J - Conference Approval Request Form
<input type="checkbox"/>	Appendix K – Cost Estimated Worksheet
<input type="checkbox"/>	Conference Agenda / Schedule ➤ This includes schedules and agenda for the conference and other meetings occurring outside the conference event.

\$75,001 or More

<input type="checkbox"/>	Appendix L - Note to Reviewer (NTR) – Conference Review
<input type="checkbox"/>	Appendix M – Memorandum for Conference Approval
<input type="checkbox"/>	Appendix N – Department Multi-City Worksheet (<i>Only for Reclamation Hosted</i>)
<input type="checkbox"/>	Appendix O – Department Checklist for Evaluation of Proposed Conference
<input type="checkbox"/>	Appendix K - Cost Estimated Worksheet
<input type="checkbox"/>	Conference Agenda / Schedule ➤ This includes schedules and agenda for the conference and other meetings occurring outside the conference event.

Reclamation Manual

Directives and Standards

Secretarial Waiver Package of \$500,000 or More	
<input type="checkbox"/>	Appendix L – Note to Reviewer (NTR) – Conference Review
<input type="checkbox"/>	Appendix F – Secretarial Waiver Memorandum
<input type="checkbox"/>	Appendix N – Department Multi-City Worksheet
<input type="checkbox"/>	Appendix K - Cost Estimated Worksheet
<input type="checkbox"/>	Conference Agenda / Schedule <ul style="list-style-type: none"> ➤ This includes schedules and agenda for the conference and other meetings occurring outside the conference event.

The following is a checklist of documents required for Sponsorship approval according to the appropriate approval level:

\$0.01 - \$20,000

<input type="checkbox"/>	Appendix L – Note to Reviewer (NTR) – Conference Review
<input type="checkbox"/>	Appendix P – Sponsorship Memorandum Checklist
<input type="checkbox"/>	Appendix K – Cost Estimated Worksheet
<input type="checkbox"/>	Conference Agenda / Schedule <ul style="list-style-type: none"> ➤ This includes schedules and agenda for the conference and other meetings occurring outside the conference event.

\$20,001 - \$500,000

<input type="checkbox"/>	Appendix L - Note to Reviewer (NTR) – Conference Review
<input type="checkbox"/>	Appendix P – Sponsorship Memorandum Checklist
<input type="checkbox"/>	Appendix K - Cost Estimated Worksheet
<input type="checkbox"/>	Conference Agenda / Schedule <ul style="list-style-type: none"> ➤ This includes schedules and agenda for the conference and other meetings occurring outside the conference event.

Secretarial Waiver Package of \$500,000 or More

<input type="checkbox"/>	Appendix J - Note to Reviewer (NTR) – Conference Review
<input type="checkbox"/>	Appendix F – Secretarial Waiver Memorandum
<input type="checkbox"/>	Appendix K - Cost Estimated Worksheet
<input type="checkbox"/>	Conference Agenda / Schedule <ul style="list-style-type: none"> ➤ This includes schedules and agenda for the conference and other meetings occurring outside the conference event.