## Bureau of Reclamation Attendee Cost Worksheet

**Name of Conference**  
**Dates of Conference**  
**City, State**

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Company/Role (e.g., Attendee, Presenter, Officer, Member)</th>
<th>Bureau/Agency</th>
<th>Date/Station (City, State)</th>
<th>No. Nights of Staying (N)</th>
<th>Lodging ($)</th>
<th>Meal ($)</th>
<th>Transportation ($)</th>
<th>How to and From Airport ($)</th>
<th>Airfare ($)</th>
<th>Other Mode of Transportation to/from TIP Location ($)</th>
<th>Mile ($)</th>
<th>Mileage ($)</th>
<th>Total Travel Cost ($)</th>
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Total Travel Cost: $0.00
# Bureau of Reclamation Attendee Cost Worksheet

**(Name of Conference)**  
**(Dates of Conference)**  
**(City, State)**

<table>
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<tr>
<th>Conference Costs</th>
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<th><strong>Total Event Cost</strong></th>
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<tr>
<td><strong>Head of Venue</strong></td>
<td><strong>Admission/War</strong></td>
<td><strong>Advertising</strong></td>
<td><strong>Set-Up/Catering</strong></td>
<td><strong>Lighting/Decor</strong></td>
<td><strong>Preapproval/Planning</strong></td>
<td><strong>Sponsorships</strong></td>
<td><strong>Other</strong></td>
<td><strong>Total Cost</strong></td>
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**Instructions**

The Bureau of Reclamation submits the information required on this form for each conference attended. Enter the totals of attendees and the associated expenses, one row per conference.

Please use instructions for completing this form. Other completing the form, email a copy to your organizational conference coordinator.

- [1] Enter attendee's name, (e.g., Joe, Sue).
- [2] Enter the event's name (e.g., conference, meeting, social, seminar).
- [3] Enter the number of attendees who will attend the event and the associated expenses.
- [4] Enter the total cost of food and beverage expenses.
- [5] Enter the total cost of entertainment expenses.
- [6] Enter the total cost of transportation expenses.
- [7] Enter the total cost of lodging expenses.
- [8] Enter the total cost of miscellaneous expenses.
- [9] Enter the total cost of other related expenses.
- [10] Enter the total cost of travel expenses.
- [11] Enter the total cost of other expenses.
- [12] Enter the total cost of all expenses.

**SUPERSEDES ADM TRMR-56 (455) 02/28/2013 and minor revisions approved 07/31/2013, 02/25/2014**

(Minor revisions approved 12/17/2015, 12/08/2017)
### Reclamations Manual

**Directives and Standards**

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#### Bureau of Reclamation: Attendee Cost Worksheet

- **Name of Conference:**
- **Dates of Conference:**
- **City, State:**

**Column Headings:**

1. Estimated cost of a different mode of transportation instead of flying to a conference (e.g., privately owned vehicle, government vehicle, train bus, etc.)
2. Other costs associated with staying in a hotel that are not covered by the conference, e.g., Internet access, telephone service, etc.
3. Estimated cost of staying in a home or residence of another conference attendee.
4. [Record other costs as needed.]

**Rows:**

1. **Estimated Cost:**
2. **Other Costs:**
3. **Total Cost:**

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(496) 05/22/2014

SUPERSEDES ADM TRMR-56 (455) 02/28/2013 and minor revisions approved 07/31/2013, 02/25/2014

(Minor revisions approved 12/17/2015, 12/08/2017)