

Reclamation Manual

Directives and Standards

The following memo is for externally-hosted conferences that cost \$40,000 or more and less than \$100,000

Mail Code

1.1.01

Memorandum

To: Assistant Secretary – Policy, Management and Budget (AS-PMB)
Attn:

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

From: Brenda Burman
Commissioner

Subject: Approval to Attend *(insert name of conference)* Conference

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 for the attached Bureau of Reclamation personnel to attend *(name of conference)*.

NOTE: If there are early bird registration or 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.

Body of approval memorandum must include:

Meeting Title: Title of proposed conference

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

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

Per Diem:

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

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

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

Memorandum must have the following documents attached:

1. Conference agenda.
2. *Department of the Interior Checklist for Evaluation of Proposed Conference* (see Appendix D of ADM 04-01).
3. *Bureau of Reclamation Conference Attendee Cost Worksheet* (see Appendix E of ADM 04-01).

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 attend an externally-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, 92-00000, 92-40000, 94-00000, 94-00010

96-00000, 84-27120, 94-00000

(w/att to each)

Other ccs determined by originating office

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Directives and Standards

The following memo is for externally-hosted conferences that cost \$100,000 or more:

Mail Code

1.1.01

Memorandum

To: Deputy Secretary

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

From: Brenda Burman
Commissioner

Subject: Approval to Attend *(insert name of conference)* Conference

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 for the attached Bureau of Reclamation personnel to attend *(name of conference)*.

NOTE: If there are early bird registration or 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.

Body of approval memorandum must include:

Meeting Title: Title of proposed conference

Location: Location of conference

Date: Date of 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 \$###,### for administrative costs for a total estimated cost of \$###,###.
- An explanation if there are any out-of-the-ordinary costs.
- The following statement must be included: "Physical colocation 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.”

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).

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

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

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1. Conference agenda.
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3. *Bureau of Reclamation Conference Attendee Cost Worksheet* (see Appendix E of ADM 04-01).

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 attend an externally-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/WS
ES
PFM
91-10000, 92-00000, 92-40000, 94-00000, 94-00010
96-00000, 84-27000, 84-27120, 94-00000
(w/att to each)

Other ccs determined by originating office