

# Reclamation Manual

## Directives and Standards

### Post Conference Reporting Procedures

<b>Post Conference Reporting (Paragraph 3.E).</b> Post conference reporting is required for externally hosted and Reclamation Hosted conferences according to the <i>Conference Approval and Reporting Matrix</i> (Appendix D).	
1.	<b>External Conference</b>
⇒	<b>Attendee.</b> Attendees must submit a <i>Report of Actual Conference Costs and Checklist</i> (Appendix I) to the Directorate Conference Coordinator (DCC) within 5 business days after the conference conclusion.
⇒	<b>DCC and Point Of Contact (POC).</b> Immediately following the conclusion of each externally hosted conference over the cost of \$100,000 or with actual cost exceeding 10% of the approved estimated cost and/or exceeds cost into the next approval threshold for all external conferences under \$100,000:
	<input type="checkbox"/> Requests each DCC with attendees from each organization to complete Appendix I within 5 business days after the conference conclusion;
	<input type="checkbox"/> Prepares justification for any discrepancies between estimated and actual attendance costs in Appendix I;
	<input type="checkbox"/> Submit Appendix I and a consolidated list, along with the other conference-related expenses (e.g., rental of meeting rooms, preparation/planning expenses, etc.) to the BCC within 7 business days following the conference conclusion.
⇒	<b>Reclamation Leadership Team (RLT) Member.</b> The RLT member provides a justification to the BCC for expenses exceeding 10% of the original approved cost estimate and/or exceeds the approving authority received.
⇒	<b>BCC.</b> Immediately following the conclusion of externally hosted conference:
	<input type="checkbox"/> For all conference requested under \$100,000:
	♦ Requests the DCC/POC to prepare Appendix I should the actual conference cost exceeds 10% of the approved estimated cost and submits the RLT member justification to the Reclamation's CFO;
	♦ Requests the DCC/POC to prepare Appendix I should the actual conference cost exceeds into the next approval threshold and notifies the next approving authority according to Appendix D and submits the RLT member justification to the Reclamation's CFO;
	<input type="checkbox"/> Reports all conference requested over \$100,000 or more to the Department Office of Financial Management (PFM) by e-mail. Once reviewed, the PFM submits the actual report to the Office of Inspector General (OIG).

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	⇒	All conference exceeding \$500,000 are reported to the PFM and OIG with the conference description and Secretarial Waiver Approval posted on the Department website.
<b>2. Reclamation Hosted Conference</b>		
	⇒	<b>Attendee.</b> Attendees must justify any discrepancies between actual and estimated attendance costs.
	⇒	<b>DCC.</b> Immediately following the conclusion of each Reclamation hosted conference with an estimated costs of \$25,000 or more, the DCC of the hosting office:
	<input type="checkbox"/>	Reminds each DCC with attendees from each organization to complete Appendix I within 5 business days after the conference conclusion;
	<input type="checkbox"/>	Review the information, resolve any issues; and
	<input type="checkbox"/>	Submit a consolidated report, along with the other conference-related expenses (e.g., conference setup, preparation/planning expenses, etc.) to the BCC within 7 business days following the conference conclusion.
	⇒	<b>BCC.</b> The BCC reviews the information, resolves any issues, and sends the report to the PFM and the OIG within 15 calendar days following conclusion of the conference.
	⇒	<b>RLT Member.</b> The RLT member will provide a justification for expenses exceeding 10% of the original approved cost estimate.
<b>3. Sponsorships.</b> Sponsorship costs are captured on the Conference Approval Package and are reported on Appendix I.		
<b>4. Conferences not Reported on the Annual Plan.</b> If the actual cost of externally hosted and Reclamation hosted conference is \$25,000 or more, and was not included on the Annual Plan or Quarterly Updates:		
	⇒	Attendees must contact the DCC immediately and follow the applicable conference approval process.
	⇒	The BCC, via the sponsoring organization, submits the following information to the PFM and OIG within 15 calendar days following conclusion of the conference:
	<input type="checkbox"/>	Full name of conference;
	<input type="checkbox"/>	Date of conference;
	<input type="checkbox"/>	Location of conference;
	<input type="checkbox"/>	Actual costs of individuals and other conference-related expenses;
	<input type="checkbox"/>	List of conference attendees; and
	<input type="checkbox"/>	Provide justification for non-reporting of the conference on the Annual Plan and/or Quarterly Updates.