

# Reclamation Manual

## Directives and Standards

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### 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 for Co-Sponsorship of *(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 to co-sponsor *(insert name of conference)* with *(insert name of co-sponsoring entity)*. This conference will involve approximately *(insert total number of attendees)* participants. Approximately *(insert number of Reclamation employees)* are Reclamation employees.

*The request for approval must address the following:*

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: The following statement if conference expenses are \$100,000 or more:  
"Physical colocation of Federal employees in a conference setting is a necessary and cost-effective means to carry out the Bureau of Reclamation's mission."

Co-sponsors: Names of co-sponsors and explanation of their mission.

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---

Reclamation Sponsorship:	Amount of Reclamation's sponsorship.
Explanation of Reclamation's Sponsorship:	Explanation of why Reclamation is co-sponsoring this conference and the benefits expected to be gained by the Department of the Interior, Reclamation, and the funders (e.g., taxpayers, customers).
History:	Any history of sponsorship with this entity.
Attendees:	How attendees were identified/selected to attend.
Per Diem:	A statement that the approval for attendance at the conference is within authorized per diem rates and that attendance <b>will not be approved for any attendee above such rates.</b>
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:	Identification of funding source.

Please sign Attachment 2 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. Draft 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 co-sponsor a conference costing \$10,000 or more until such co-sponsorship is approved by the Deputy Secretary, in accordance with the requirements in ADM 04-01.**

cc: Secretary's Surname  
Deputy Secretary  
AS-PMB

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AS/WS

ES

PFM

91-10000, 92-00000, 92-40000, 94-00000, 94-00010, 96-00000, 94-00000  
(w/att to each)

Other ccs determined by the originating office.