

Reclamation Manual

Directives and Standards

Reporting Actual Conference Cost Checklist

Post reporting is required for externally and Reclamation hosted conference according to the Conference Matrix (Appendix D). Actual conference costs are submitted to the Bureau Conference Coordinator within 7 working days following the conference conclusion.

Input an X in the box provided once the item has been completed and verified.

- ☐ Ensure the amount in the *Total Travel* column is correct (please use Excel's "sum" function to add all costs for the Total Travel column).
- ☐ Ensure M&IE is correct:
 - ☐ [Check the M&IE rate for the city on gsa.gov.](https://www.gsa.gov)
 - ☐ Confirm all participants with the same number of nights lodging have identical M&IE.
- ☐ Confirm all travel fees (column 11) are reported.
- ☐ Confirm any agent travel change fees (column 11) are reported.
- ☐ Confirm luggage fees (column 13) are reported.
- ☐ If a rental car is rented, ensure gas is reported (column 9).
- ☐ Ensure any taxi, airport parking, shuttle, or other parking fees are reported (column 13), and identified (column 14).

[illegible]

Total Event Cost	
\$0.00	Travel
\$0.00	Overhead
\$0.00	Total

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Enter M&IE		Enter M&IE Breakdown		Enter Day Rate Calculation		# of Days Total Rate Calculation by # of Days	
\$0.00	Travel Day	\$0.00	Breakfast	Day 1		1	\$0.00
	Travel Day with Breakfast	\$0.00	Lunch	Day 2		2	\$0.00
	Travel Day with Lunch	\$0.00	Dinner	Day 3		3	\$0.00
	Travel Day with Breakfast & Lunch	\$0.00	M&IE	Day 4		4	\$0.00
	Travel Day with Breakfast, Lunch, & Dinner	\$0.00		Day 5		5	\$0.00
			\$0.00	Day 6		6	\$0.00
	Full Day	\$0.00		Day 7		7	\$0.00
	Full Day with Breakfast	\$0.00		Day 8		8	\$0.00
	Full Day with Breakfast & Lunch	\$0.00		Day 9		9	\$0.00
	Full Day with Breakfast, Lunch & Dinner	\$0.00		Day 10		10	\$0.00
					\$0.00		
	Full Day with Lunch	\$0.00					
	Full Day with Dinner	\$0.00					
	Full Day with Dinner	\$0.00					

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Reclamation Hosted Conference Cost Worksheet

Estimated Total
\$0.00

Venue Agreement

Hotel/Venue Agreement
Cost (Conference Rooms)
Audio/Visual
Meals and Refreshments
Other Items

-
-
-
-

Estimated Venue Total: \$0.00

Speaker / Presenter

Speaker / Presenter - 1
Speaker / Presenter - 2
Speaker / Presenter - 3
Speaker / Presenter - 4
Speaker / Presenter - 5
Speaker / Presenter - 6
Speaker / Presenter - 7
Speaker / Presenter - 8

Estimated S/P Total: \$0.00

Other and Miscellaneous Costs

-
-
-
-
-
-
-
-

Estimated O / M Total: \$0.00

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Plan Preparation Instructions		
Below are the instruction on completing the fields in the Annual Plan.		
Section	Instructions for Filling Out the Section	
1	Reclamation Organization (Dropdown List)	Enter the name of the DOI Bureau and/or Reclamation organization name of the attendee. A dropdown menu is provided for selection.
2	Employee Name	Enter the first and last name of the attendee.
3	Employee's Duty Station (City, State)	Enter the city and state of the official duty station for the attendee.
4	Conference Role (Dropdown List)	Select the conference role of the attendee from the dropdown menu provided.
5	No. Nights for Lodging	Enter the number of nights lodging will be provided to the attendee during the conference.
6	Cost for Conference (Registration Fee)	Enter the cost of registration fee to attend the conference. This cost does not include training offered at a additional cost or other events that require additional costs.
7	Lodging (\$) (Calculated) (\$0.00)	Enter actual total of lodging. Refer to the travel voucher for cost.
8	M&IE (\$) (Calculated) (\$0.00)	Enter actual total of M&IE. Refer to travel voucher for actual cost.
9	Rental Car (\$0.00)	Enter the estimated total rental car expense, including rental car fuel.
10	POV to and From Airport (\$0.00)	Enter the mileage calculation the attendee duty station to the airport at the departing city. Refer to (guidance on mileage calculation).
11	Airfare (\$0.00)	Enter the flight expense to include the concur fees.
12	Other Mode of Transportation (\$0.00)	Enter the expense of the other modes of transportation if the attendee is not utilizing air travel (e.g., privately owned vehicle (POV), government vehicle (GOV), train, bus, etc.)
13	Miscellaneous Cost (\$0.00)	Enter expenses not listed on the Annual Plan (e.g., taxi, tip, shuttle, baggage fee, airport parking, etc.)
14	Identify Miscellaneous Cost	Enter the miscellaneous cost indicated in Section 27.
15	Total Estimated Conference Costs	Enter the estimated conference cost calculated for the attendee on the cost estimate.
16	Actual Cost for Travel (Calculated: Sum Column G: M) (\$0.00)	This is calculated cell totaling the amount for travel cost. The sum of Section 21 - 27.
17	Total Actual Conference Costs	Enter the actual cost of conference attendance calculated in Appendix X Report of Actual Conference Cost.
18	Source of Funding Reclamation Hosted Conferences ONLY	Enter the source of funding used to fund the conference attendance. A dropdown menu is provided for selection.
19	Cost Difference (Estimated Cost vs. Actual Cost) (Calculated) (\$0.00)	This is a calculated cell showing the cost difference from the estimated conference cost (Section 30) and the actual cost (Section 31).
20	Comments / Cost Difference Justification	Enter any comments specific to the attendee related to conference attendance. In addition, enter justification of difference in coast between the estimated conference cost to the actual conference cost.