

Reclamation Manual

Directives and Standards

Bureau of Reclamation Conference Approval Process

- External/Internal Hosted \$10,000 - \$20,000
- External/Internal Hosted \$20,000 - \$75,000
- Co-Sponsorship \$0,000 - \$20,000

Submitted by (name/title) and Date for Review

Submitted to (name/title)

Conference Description: (attach agenda)

Conference Justification:

Office Requesting Attendance	
Conference Name	
Dates	
Location	
Number of Attendees (attach list of proposed attendees)	
Hosted by	
Sponsorship	<input type="radio"/> Yes <input type="radio"/> No
Approval Level:	<input type="radio"/> RLT <input type="radio"/> CFO
Approved by RLT Member on Annual Plan	<input type="radio"/> Yes <input type="radio"/> No
If No above, reason not submitted	
Have estimated costs increased by 10% or more from the annual plan?	<input type="radio"/> Yes <input type="radio"/> No
Are meals provided (if yes, this must be adjusted for on expense estimates, and travel authorizations)	<input type="radio"/> Yes <input type="radio"/> No

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(If yes above) Individual M&IE Meal Value https://www.gsa.gov/travel/plan-book/per-diem-rates	
Fees:	
Event Fees (sponsorship, booth rental, conference room use, audio visual etc.)	
Reception (if yes requires ethics review)	<input type="radio"/> Yes <input type="radio"/> No
Estimated Costs:	
Total Travel (hotel/air/mileage/Concur Fees)	
Total Registration	
Total M&IE	
Total Estimated Cost	\$ 0.00
Average Estimated Cost Per Attendee	

Acquisitions Assistance Management Division (AAMD) Review
(Required for Internal Hosted Conferences with Contracted Services)

Contracting Officer eSignature

RLT Member Approval: Yes No

Approver eSignature

CFO Approval: Yes No

Approver eSignature

Actual expenses must be submitted to the Bureau Conference Coordinator (BCC) within 10 business days of the conference conclusion.

This approval/disapproval must be uploaded to ECS with all attachments and actual expenses, by the Bureau Conference Coordinator.