Reclamation Manual

Directives and Standards

Annual Plan of External Conferences Sponsored by Other Entities and Attended by Reclamation Personnel for Fiscal Year 20XX

Event Title (Please do not use acronyms and place the XXth annual for 20XX at the end of the event name, i.e. ABC Conference, 13th Annual or XYZ Summit 2017)	Frequency	Host	Start Date	End Date	Reclamation Organization	Conference Location	First Name	Last Name	Origin/ Duty Station	Registration Fee	Airfare with travel fees, baggage fees	POV	# Nights Lodging	Per Diem Rate Lodging	Per Diem Rate M&IE	Total Lodging Costs and lodging tax	Total M&IE Costs	Total Sponsorship Costs	Total Administrative Costs	Other (e.g., parking, tolls, shuttle, rental car, gas)	Total Cost	Funding Source (e.g. appropriated, reimbursable, or both)	Bureau Contact Email	Conference Role (e.g., presenter, panelist, moderator, officer, professional development for new manager, active role in side policy discussions, active role in scheduled side meetings, exhibitor)	Secretarial Priority (e.g. conservation stewardship, sustainable development, restore trust, tribal sovereignty, increase revenues, protect people and the border, regulatory balance, modernize infrastructure, departmental reorganization, achieve goals and lead team)
																$0.00	$0.00				$0				