

# Reclamation Manual

## Directives and Standards



### Department of the Interior Multiple City Cost Analysis Worksheet

ATTENDANCE (attendees with costs paid by DOI)	ATTENDEES
Department of the Interior employees: <i>(Agency Name, #Attendees)</i>	
Non-Department of the Interior government employees (specify number and agency)	
Invitational Travelers	
Source of Funding (appropriations, reimbursable, other)	
<b>TOTAL ATTENDEES</b>	

ESTIMATED TRAVEL COSTS (paid by DOI)	City, State (Lodging/per Diem)	City, State (Lodging/per Diem)	City, State (Lodging/per Diem)
Total number of travelers at each location:			
Airfare (average airfare x travelers):			
Other mode of transportation to TDY location: (train, bus, POV, GOV, boat, etc.)			
POV to/from airport (GSA rate x mileage x travelers):			
Lodging (GSA rate x travelers x nights):			
M&IE (GSA rate x travelers x days):			
Rental car (include rental car fuel):			
Miscellaneous: (taxi, shuttle, airport parking, baggage fees, etc.)			
<b>TOTAL TRAVEL COSTS:</b>			

ADMINISTRATIVE COSTS	City, State (Lodging/per Diem)	City, State (Lodging/per Diem)	City, State (Lodging/per Diem)
Registration fees (gov rate \$00.00)			
Sponsorships			
Hire of rooms for official business			
Audiovisual use			
Advertising			
Conference set-up/other charges			
Light refreshments			
Preparation and planning			
Other – booth rental			
<b>TOTAL ADMINISTRATIVE COSTS:</b>			
<b>TOTAL COSTS (TRAVEL + ADMINISTRATIVE):</b>			