Reclamation-Hosted Conference Package Checklist

**ALL** cost numbers in the *Memorandum Requesting Department Approval (Appendix B)* and **ALL** attachments must be **exactly** the same down to the last cent but may be rounded to the nearest $100 for the purposes of displaying cost estimates to request approval.

Also, please ensure **ALL** attendee numbers are **exactly** the same across the *Memorandum Requesting Department Approval (Appendix B)*, *Conference Attendee Cost Worksheet (Appendix E)*, and **ALL** attachments.

**DEADLINE:** If you are trying to secure early bird registration rates, the package must be submitted to PMB 60 days before early bird registration ends. This means the package should make it to Reclamation’s Washington Office 90 days in advance of conference.

**Appendix E - Conference Attendee Cost Worksheet (Excel):**

- ___ A government facility will be used or cite a strong justification if we do not. Some packages have been rejected for not using government facilities.
- ___ Note number of attendees. This number will transfer to the *Multiple City Cost Analysis Worksheet (Appendix C)*, the *DOI Checklist for Evaluation of Proposed Conference (Appendix D)*, and the *Memorandum Requesting Department Approval (Appendix B)*.
  - ___ Federal Employees
  - ___ Invitational Travelers
  - ___ Local Employees
  - ___ Attendees incurring no cost to government
- ___ Ensure Per Diem rate column calculations are accurate (Use full day numbers for travel days)
  - ___ Check the rate for the city.
- ___ If the *Memorandum Requesting Department Approval (Appendix B)* notes that meals are included, subtract from per diem reimbursement.
- ___ Confirm total Lodging/M&IE information for the **different** number of days each individual is attending is correct for all locations (include taxes as needed). I.e., confirm all participants with the same number of nights lodging have identical M&IE.
- ___ Check not all attendees have rental cars.
- ___ Ensure a participant has money allocated for Other Mode of Transportation to TDY location.
- ___ Confirm totals. These numbers will transfer to the *Multiple City Cost Analysis Worksheet (Appendix C)* and the *DOI Checklist for Evaluation of Proposed Conference (Appendix D)*.
  - ___ Confirm all travel fees (column 10) are reported.
  - ___ Confirm any agent travel change fees (column 10) are reported (usually $34 for travel plan change).
  - ___ Confirm luggage fees (column 10) are reported.
  - ___ If a rental car is rented, ensure gas is reported (column 8).
  - ___ Ensure any taxi, airport parking, shuttle, or other parking fees are reported (column 12), and identified (column 13).
  - ___ Do not use “TBD” for attendees, a specific person needs to be named

---

(636) 01/27/2020
SUPERSEDES ADM 04-01 (496) 05/22/2014 and minor revisions approved 12/17/2015, 12/08/2017
__Ensure one of the 10 Department of the Interior Secretarial Priorities has been selected to justify each attendee’s participation at the conference. The options are: conservation stewardship, sustainable development, restore trust, tribal sovereignty, increase revenues, protect people and the border, regulatory balance, modernize infrastructure, departmental reorganization, and achieve goals and lead team.

__Ensure acceptable roles are listed for all individuals in the "Conference Role" column on the Attendee Cost Worksheet. The options are:

- Presenter
- Panelist
- Moderator
- Officer (for that particular conference)
- Professional Development for new manager
- Active role in side policy discussions
- Active role in scheduled side meetings
- Exhibitor
- Facilitator

Do not use "attendee", "networking," "member," or "market research", "Continuing education" is allowed if it is truly an opportunity to receive CEU or CLE credit. There could be other specific roles if care is taken in actually describing the purpose or the link to the topic of the conference.

Appendix C - DOI Multiple City Cost Analysis Worksheet (Word):

- Confirm number of attendees against Conference Attendee Cost Worksheet (Appendix E)
- Confirm Estimated Travel Costs against Conference Attendee Cost Worksheet (Appendix E)
- Confirm Total Travel Costs adds up
- Confirm Registration Fees against Conference Attendee Cost Worksheet (Appendix E)
- Confirm Total Administrative Costs
- Confirm Total Cost against Conference Attendee Cost Worksheet (Appendix E)
Appendix D - DOI Checklist for Evaluation of Proposed Conference (Word):
___ Bureaus Participating: Lead Bureau is Reclamation. Other blocks remain blank.
___ Conference Planner: Reclamation's contact person
___ Confirm Estimated Number of Participants against Conference Attendee Cost Worksheet (Appendix E)
___ Estimated Cost: Confirm totals against Conference Attendee Cost Worksheet (Appendix E)
___ Confirm correct spelling and titles of signers
___ General Conference Review: Each line should be checked Yes, No, or N/A in the comments

Appendix B - Reclamation-Hosted Conference Memorandum Requesting Department Approval (Word):
___ Check content against Memorandum Requesting Department Approval (Appendix B) template.
___ If Audio/Visual equipment is used, we need to have a strong justification for it in the memo.
___ Avoid using the terms “networking” or “collaboration”. Instead, justify conference attendance with technical and/or mission-related reasons. Focus on what attendees will learn and cite the specific secretarial priorities the conference is helping Reclamation achieve.
___ Confirm information against all attachments:
   ___ Federal Employees in attendance
   ___ Invitational Travelers in attendance
   ___ Local Employees in attendance
   ___ Attendees incurring no cost to government
   ___ Date
   ___ Travel Cost
   ___ Admin costs
   ___ Total costs
   ___ Location
___ Confirm the correct spelling and titles of addressees/signers
___ Check routing at bottom of page is correct
___ Have the Memorandum Requesting Department Approval proof read and ensure referenced attachments point to the correct documents.

Appendix L - Note to Reviewers (Word):
Ensure a Note to Reviewers is included in the package. It is now a requirement of ASWS and PFM.