Reporting Actual Conference Costs Checklist

Appendix F - Report of Actual Conference Costs (Excel):

___ 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 rate for the city

___ Confirm all participants with the same number of nights lodging have identical M&IE

___ Ensure a participant has money allocated for Other Mode of Transportation to TDY location.

___ Confirm all travel fees (column 10) are reported.

___ Confirm any agent travel change fees (column 10) are reported.

___ 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).