

Reclamation Manual

Directives and Standards

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).