

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 05/28/2014)

Form to Identify Anticipated Bureau of Reclamation-Hosted Conference or
Anticipated Attendance at Externally Hosted Conferences

Annual Plan of Anticipated Conferences for Fiscal Year XXXX

**Report conferences you are hosting for 30 or more people with 15 or more in travel status or
conferences hosted by others and attended by 15 or more bureau or office staff**

Bureau:

#	Start Date	End Date	City	State	Purpose	Estimated # of Total Conference Participants	Total # of Bureau Participants	Total Estimated Bureau Cost to Conduct/Attend the Conference	Cost for Conference (Specify Fees)	Cost for Travel (Specify per diem rate)	Source of Funding (appropriations, Reimbursable, other)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											