

Conference Approval Template

Basic Information

Agency:

Office:

Accounting Code (A unique element is required to track cost for all conferences above \$7,000):

Budget Fiscal Year:

Functional Area:

Fund:

Funds Center:

Funded Program/Work Breakdown Structure:

Cost Center:

Funded Program, and Functional Area are elements that can apply to many different funding sources and/or organization/Fund Centers

Select One: Conference Training

If the event is training is it curriculum based?

Yes No

If the event is training is it considered Continual Professional Education?

Yes No

Name of conference or training:

Location of conference or training:

Will the Conference or Training be held in a USDA facility?

Yes No

If the Conference or Training will not be held in a USDA facility will it be held in a Federal facility?

Yes No

If the conference or training will not be held in a USDA or other Federal facility, please provide a justification for using an external facility?

Dates of Conference or Training:

Recurring Event:

Yes No

If yes, frequency:

Conference Purpose: Narrative description of the conference objectives and expected outcomes.

Justification (Check all that applies and provide additional information.)

The conference will help further the agency's mission or the Department's strategic plan; the information cannot be effectively shared through another means such as a teleconference or the Internet;

The location is appropriate and justified and a prudent person would not think it as a waste of their tax dollars for this conference in this location;

The number of employees attending is justified;

The meeting location is near where most attendees are stationed. If not, the detailed cost analysis is to include cost comparisons to locations near the majority of attendees. The cost comparison should include all travel costs and employee payroll for travel time. Multiple meetings should be considered to reduce total costs; and

The conference or training event is "must-do" considering the limited budgets of the agency.

Explanation of Why Video Conferencing or Other Alternatives Cannot Be Used:

Attendee Information

Total Attendees:

Sponsoring Agency Attendees/Participants:

Other USDA Attendees/Participants:

Non-USDA Attendees/Participants:

Estimated Costs (do not leave any blank use 0 or N/A)

Total Cost:

Employee Travel Expenses -- Local:

Employee Travel Expenses -- TDY:

Costs — Salary and Benefits:

Costs — Speaker Fees:

Costs — Audio Visual Services:

Costs — Printing and Reproduction:

Costs — Rental/Facility Charges:

Costs — Refreshments:

Costs — Conference Furnished Meals:

Costs Not Otherwise Identified:

Explain/list of other costs:

External Contributions Towards the Cost

Will contributions be accepted from non-federal sources to defray the cost of the conference?

Yes No

If Yes how much will be accepted?

If contributions will be accepted has the acceptance decision been discussed with the Office of General Counsel?

Yes No

Contract Details

Potential Vendor(s):

Services to be provided:

Estimated Cost of Contract:

Competition Type:

Justification for Other than Full and Open Competition:

Promotional Materials:

Please describe any promotional materials to be distributed and justify the usage of promotion materials.

Reviewed by:

Date:

Approved by:

Date: