



Conference Purpose:

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 Conference or Other Alternatives Cannot Be Used – There are concurrent sessions. Video conferencing has not been offered by host.

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Attendee Information

**Total Attendees:**

**Agency Attendees/Participants:**

Other USDA Attendees/Participants: \_\_\_\_\_

Non-USDA Attendees/Participants: \_\_\_\_\_

Estimated Costs

**Total Cost:** \_\_\_\_\_

**Employee Travel Expenses – Local:** \_\_\_\_\_

**Employee Travel Expenses – TDY:** \_\_\_\_\_

**Costs – Salary and Benefits:** \_\_\_\_\_

**Registration Fees:** \_\_\_\_\_

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 – N/A-we are not hosting this conference so information is not needed

Potential Vendor(s): \_\_\_\_\_

Services to be provided: \_\_\_\_\_

Estimated Cost of Contract: \_\_\_\_\_

Competition Type: \_\_\_\_\_

Justification for other than full open Competition: \_\_\_\_\_

**Promotional Materials:**

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

**State Funding Approval**

Review by:

Approved by: