

Conference Approval Form (Template) for States and Centers

Basic Information

Agency: NRCS

Office/State/Center:

Accounting Code:

Budget Fiscal Year:

Functional Area:

Funded Program/Work Breakdown Structure:

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 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? Location selected by organizing partner entity

Dates of Conference or Training:

Recurring Event: Yes No

If yes, frequency: _____

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.

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: