U.S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE

NRCS-FNM-72
October 2012

MEETING APPROVAL

NAME OF MEETING				
LOCATION (City, State)		MEETING DATES		
MEETING SPONSOR		PER DIEM RATE	ACTUAL SUBSISTENCE DAILY RATE $	
MEETING TYPE	NATIONAL ☐ AREA OR MULTI-STATE ☐ CONFERENCE ☐ TRAINING ☐ IN-STATE ☐ INTERNATIONAL OR FOREIGN ☐ RECURRING EVENT ☐ OTHER ☐			

BRIEF PURPOSE OF THIS MEETING:

HOW MANY WILL ATTEND FROM EACH STATE OR NHQ?

(FNM USE ONLY)

LIST OF STATE OR NHQ EMPLOYEES	NUMBER OF ATTENDEES EXPECTED	NRCS STANDARD COST FOR THIS TYPE OF MEETING	ESTIMATED COST FOR STATE OR NHQ
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	ADDITIONAL MEETING COSTS		$
	TOTAL COST OF MEETING		$

REQUESTED BY:

STATE CONSERVATIONIST	DATE
REGIONAL CONSERVATIONIST	DATE
DEPUTY CHIEF	DATE
DIVISION DIRECTOR	DATE

APPROVED BY:

ASSOCIATE CHIEF	DATE
CHIEF	DATE

MEETING APPROVAL

Instructions for completing Form NRCS-FNM-72 may be found at Title 120, General Manual, Part 406 – Meeting, Conferences, and Training.

Conference Approval Form (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: _____
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 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?

Dates of Conference or Training: _____
Recurring Event: ☐ Yes ☐ No
If yes, frequency: _____

Conference Propose: 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 Conference or Other Alternatives Cannot Be Used

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Attendee Information

Total Attendees: _____

Sponsoring 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: _____

Costs – Speaker Fees: _____

Costs – Audio Visual Services: _____

Costs – Printing and Reproduction: _____

Costs – Rental/Facility Charges: _____

Costs – Refreshments: _____

Costs – Conference Furnished Meals: _____

Costs Not Otherwise Indentified: _____

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 that full open Competition: _____

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

Review by: _____
Approved by: _____

Justification

- The conference will help further the Natural Resources Conservation Service'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 perceive 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;

- The conference or training event is "must-do" considering the limited budgets of the Natural Resources Conservation Service.

Exhibit III

U.S. Dept. of Agriculture
Office of Chief Financial Officer

DETAILED COST ANALYSIS

Page_____ of_____

Section I. Review for Accuracy and Cost implications			
1. Purpose of Meeting	2. Geographic Location	3. Number of Agency Attendees	4. Date Submitted
5. Name of Event	6. Date(s) of Event		7. Reference No.

Section II. Travel Costs – Show Break Down Of Cost	
1. Per Diem Number of employees X per diem include ¾ M&IE for first and last days of travel	**Amount**
2. Transportation Costs Airfare or POV mileage if driving. Do not include GOV	**Amount**
3. Local Transportation Taxi, Shuttles, POV mileage to and from airports	**Amount**
4. Miscellaneous Travel Expenses Hotel taxes, registrations, tips, phone, etc	**Amount**
Total Travel Costs	**Total Costs**

Section III. Conference Costs	
1. Primary Conference Expenses (e.g. facility, supplies & equipment, speakers, facilitators, etc) Must list what expense it is from the above examples	**Amount**
2. Other Conference Related Expenses (e.g. salaries, meals, lodging, ceremonies, other events, etc) Must list what expense from the examples above	**Amount**
Total Travel Costs	**Total Costs**

Section IV. Event Total Costs	
Total Costs for Event (Please combine Section II and Section III) **This should match the total listed on the NRCS – FNM -72**	**Total Costs**

☐ **Funds Are Available** ☐ **Site Selection Cost Benefit Analysis Attached**

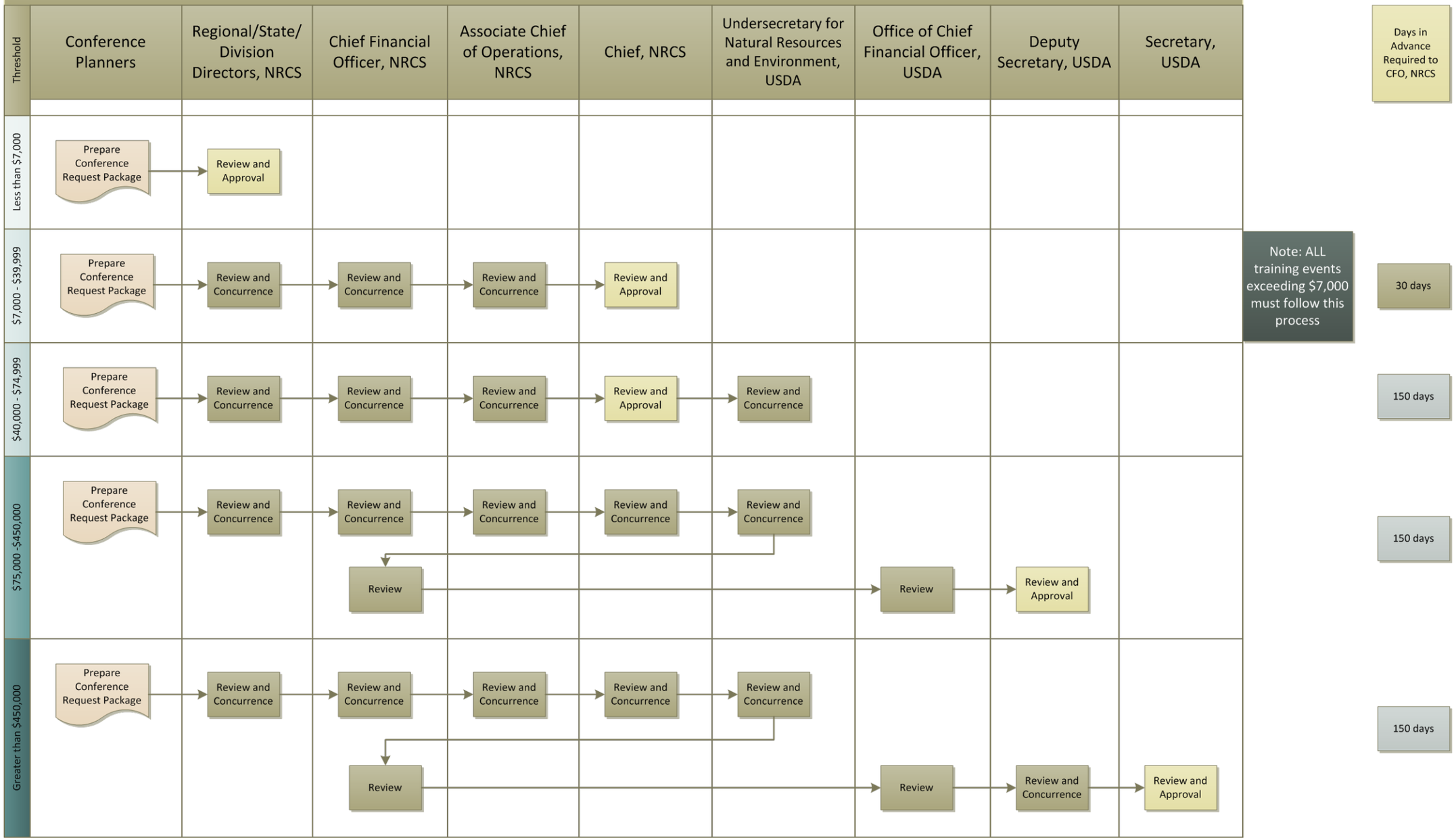
Section V. Miscellaneous Information REQUIRED			
1. Name of Contact Person To be notified for approval or additional information	2. Telephone Number	3. E-Mail Address of Contact Person	4. Contact Fax Number

Approved By:_____ **Date**_____

Approved By:_____ **Date**_____

Level and number of approvals at discretion of Subcabinet Officer

Location Cost Comparison – Internal NRCS Meetings Only

	Location 1	Location 2	Location 3
City & State of Event			
Location of Event			
Does the location meet Regulations?			
Total NRCS Attendees			
Other USDA Attendees			
Other Non-USDA Attendees			
TOTAL ATTENDEES			
Employee Travel Expenses - Local	$	$	$
Employee Travel Expenses - TDY	$	$	$
Salary Costs – all attendees and employees who worked on meeting planning	$	$	$
Speaker Fees	$	$	$
Printing & Reproduction	$	$	$
Rental/Facility Charges	$	$	$
Refreshments	$	$	$
Other Costs	$	$	$
Explanation of Other Costs	$	$	$
TOTAL COSTS	**$**	**$**	**$**
Pros/Cons			

Conference and Training Event Planning Flow Chart – Attachment A