

*Conference or Training Request Approval Template
Attendance*

Date

Basic Information:

Agency:

Program Area:

Accounting Data:

Project code:

Event Name:

Event Date(s):

thru

Event Location:

Primary POC: _____
Name, Phone, email

Secondary POC: _____
Name, Phone, email

Estimated Expense Total:

Select One: Conference Training

If the event is training, is it considered Continuing Professional Education? Yes No

Recurring Event: Yes No If yes, select Annual or Biennial

Provide actual expense information for previous year(s) participation in this event.

Annual

Biennial

Narrative fields are limited to 8-10 lines of data using Times New Roman 10-pitch. Information beyond the visible field will not be viewed or printed

Event Purpose: (Narrative description of the Conference or Training objectives and expected outcomes.)

Was event included on the current year conference plan? Yes No

If no, why was the event omitted ?

How will the event help further the Agency's mission or the Department's strategic plan? (Narrative justification)

The number of employees attending is appropriate to the purpose of the event and the mission of the agency. (Narrative justification)

The event is a "must-do" considering the limited budget of the agency. The information cannot be effectively shared through another means such as a teleconference, video conferencing, webinars, or other alternative media tools. (Narrative justification)

Federal funds will only be used for necessary and appropriate purposes and all conference expenses and activities will comply with the Federal Travel Regulation (FTR), the Federal Acquisition Regulation (FAR), the Agricultural Travel Regulation, and any other USDA requirements on lodging, food and beverages, per diem reimbursement, and contracting of goods and services.

Yes No

Attendee Information:

Total Attendees: _____

Sponsoring Agency Attendees/Participants:

Other USDA Attendees/Participants:

Other Federal Attendees/Participants:

Non-Federal Attendees/Participants:

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

Yes No

If Yes, then how much will be accepted? _____

If contributions will be accepted, has the acceptance decision been discussed with the Office of General Counsel? If yes, then ***please provide a copy of the OGC opinion.***

Yes No

Will your agency be hosting a booth (USDA or otherwise) at the event?

Yes No

Attachments:

1. Draft or previous year event agenda (*with specific information on how meals will be handled*)
2. Location Cost Estimate (*properly completed*)
3. Attendee Cost Detail spreadsheet (*excel soft copy version*)

Reportable (check all that apply):

USDA OCFO [*over \$7,000*]

USDA OIG [*over \$20,000*]

HR933, Section 3003 [*over \$100,000*]