

U.S. Department of Agriculture
Office of the Chief Financial Officer

DETAILED COST ANALYSIS

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Section 1. Review for Accuracy and Cost Implications			
1. Purpose of Meeting	2. Geographic Location	3. Number of Attendees	4. Date
5. Name of Event		6. Date(s) of Events	7. Reference No.
Section II. Travel Costs			
1. Per Diem Event			Amount
2. Transportation Costs			Amount
3. Local Transportation			Amount
4. Miscellaneous Travel Expenses			Amount
Total Travel Costs			Amount
Section III. Conference Costs			
1. Primary Conference Expenses (e.g., facility, supplies & equipment, speakers, facilitators, etc.)			Amount
2. Other Conference Related Expenses (e.g., meals, lodging, ceremonies, other events, etc.)			Amount
Total Conference Costs			Total Costs
Section IV. Event Total Costs			
Total Cost for Event (please combine Sec II and Sec III)			Total Costs
Funds Are Available		Site Selection Cost Benefit Analysis Attached	
Section V. Miscellaneous Information			
1. Name of Contact Person	2. Phone No.	3. E-mail Address Contact Person	4. FAX No.
Approved By:		Date	
Approved By:		Date	

Level and number of approvals at discretion of Subcabinet Officer.