

*Conference or Training Request Approval Template
Attendance*

Date

Basic Information:

Agency:

Program Area:

Accounting Data:

Project Code:

Event Name:

Event Date(s):

Event Location:

Primary POC:

(Name, Phone, Email)

Secondary POC:

(Name, Phone, Email)

Estimated Total Cost (pending approval): \$

Select One:

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

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

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

Provide actual expense information for previous years participation in this event. \$

Was this event included on your current years conference plan? Yes No

If not, why was this 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)

Is the event 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)

Yes

No

Will Federal funds 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

USDA 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*)
4. Event Request Memorandum

Reportable (check all that apply):

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

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