FY 2019 Community Policing Development (CPD)

Appendix R. Conference and event guidance

Conference and Event Approval, Planning, and Reporting FAQ

Prior Approval

I Approximately how long should it take to adequately complete the Conference & Events Submission form?

The amount of time required to adequately complete the Conference & Events Submission Form will vary depending on the complexity of the proposed event. A small event (in terms of number of attendees, total cost, etc.) may require only an hour or two to complete the form because the event is basic/routine and data are not required in all of the available categories. On the other hand, a large event (in terms of number of attendees, multiple sessions occurring at the same time, etc.) may require several hours or days depending on the amount of required data (categories) and level of justification needed to support the event. Regardless of the size of any event, the supporting justification should be sufficient to support the agency's mission for conducting the event.

II Which types of events do not require prior approval?

Currently there are six types of events that do not require prior approval:

1. Conferences held by grant recipients. (Note: Conferences held by cooperative agreement recipients do require prior approval.)
2. Law enforcement operational activities, including staging, surveillance, investigation, intelligence, and undercover activities.
3. Routine operational meetings (e.g., staff meetings or all-hands meetings) if held in a federal facility, if held by cooperative agreement recipients in a non-federal facility that does not charge for its use, and if there are neither costs to the DOJ for logistical conference planning nor government-provided food or beverages. In all three of these instances, the answer to all the questions on the Prior Approval Not Required Checklist must be "No." Site visits are considered routine operational meetings regardless of location so long as there are no costs to the DOJ for meeting rooms, logistical conference planning, or food and beverages.
4. Testing activities where the primary purpose of the event is to evaluate an applicant's qualifications to perform certain duties necessary to his or her job. This includes firearms and weaponry proficiency testing and certifications. A majority of the event must be devoted to administering and taking the test. Testing activities that are incidental to a training course or conference or are given upon its completion do require prior approval.
5. Video conferences and webinars where there are neither costs to the DOJ for logistical conference planning nor government-provided food or beverages.

6. Technical assistance visits where travel was made by an individual or a small group of project staff members to provide training or technical assistance to a particular entity; in this instance, the answer to all the questions on the Prior Approval Not Required Checklist must be "No."

III Where should time staff spent working on the conference that is not related to planning be captured?

Time spent working on a conference by staff or contractors can be classified as either logistical planning time or programmatic planning time. Programmatic planning includes time spent on activities such as developing the conference content and agenda, identifying and recruiting subject matter experts, and preparing written materials. Logistical planning includes time spent on tasks such as selecting a venue, ordering and setting up audio-video equipment, securing hotel rooms, processing registrations, providing onsite support during the event, and undertaking other non-programmatic functions.

IV If a cooperative agreement recipient or contractor is able to obtain a no-cost site for the event, are we still required to look into other facilities and provide justification for not selecting the other facilities?

Yes. Cooperative agreement recipients and contractors should compare three or more facilities in a location. Facilities being compared should have provided a cost estimate and be able to accommodate the event as detailed in the requirements. A desired hotel may offer an incentive of no overall facility cost (e.g., for meeting rooms or audio-visual equipment) but may not be economical in other cost comparison items such as the availability of lodging at per diem rates, travel distance for attendees, etc. Also, recipients and contractors should maintain written documentation justifying their decision to select the chosen location in the event of a future audit.

V Is there a timeframe after the COPS Office accepts a conference request that a cooperative agreement recipient or contractor can expect notification of approval?

Each event request (meeting, conference, webinar, etc.) is unique in reference to how it will accomplish the COPS Office's mission. The key to any conference request moving through the review process depends on whether the package is complete. A complete package contains a detailed cost analysis and sufficient justification to support all categories within the package.

Example: An event is submitted for approval and consists of the following categories: printing and distribution, meals and incidental expenses (M&IE), lodging, transportation, and trainer or facilitator costs. The package contains a detailed cost analysis of each cost category (e.g., one trainer at $450 per day x 2 days = $900) and adequate justification explaining the purpose of the event and the role of the trainer. This package can move through the review process in a few days and allow ample time for travelers to make reservations, if the package was submitted within the required timeframe. However, if the trainer or facilitator's costs in the submitted package exceed the COPS Office's threshold and if supporting justification was not included, a delay may occur while this justification is being retrieved.

To avoid delays in the approval process, all recipients and contractors should adhere to the timeframe requirements for the dollar amount of their proposed event.

VI Once an event is approved, how do we handle any increases or decreases in the amount of attendees originally proposed on the cost analysis spreadsheet submitted to the DOJ for approval?

After receiving notification of approval from the COPS Office, all subsequent changes prior to the start day of the event should be sent to the COPS Office Conference Costs email address, as appropriate. Example: If the COPS Office approved on 9/1/2019 an event scheduled for 12/15/2019, the cooperative agreement recipient or contractor should notify the COPS Office of any changes in attendees as soon as possible

(preferably 30 days or more in advance). This scenario holds true for changes to the start and end date, location, and any other cost-related category.

VII Does the $25 per person per day limit for meeting rooms and audio-visual costs also include service fees and taxes?

Yes. The cost allowed for conference space and audio-visual equipment and services (fees and taxes) is limited to $25 per day per attendee and is not to exceed a cumulative total cost of $20,000. Total costs are defined as direct and indirect costs.

VIII What if there are multiple meetings occurring within the larger event offered to all the attendees? Is the $25 per day per attendee limit applicable to each meeting? Example: A general session meeting contains all attendees and later breakout sessions are offered to the groups. Can each breakout session have its own $25 per person per day limit?

No. Despite the multiple meetings offered within the larger event, the COPS Office considers and approves this type of situation to be a single event.

IX Can we accept complimentary food and beverage?

Yes. Complimentary food and beverages may be accepted if offered to everyone. Example: Hotel W offers a complimentary continental breakfast to all its overnight customers regardless of any status they may have with the hotel chain. This type of complimentary offer is considered a business strategy of the hotel to promote an increase in overnight stays. You are not required to reduce your M&IE by the value of the food and beverage it offered to all customers as noted in this example.

X Are the thresholds ($8,750 for logistical planner, $35,000 for programmatic planner, and $20,000 for conference space and audio-visual equipment and services) a cumulative cost for the entire event or a per day cost?

The cost allowed for conference space and audio-visual equipment and services (fees and taxes) is limited to $25 per day per attendee and is not to exceed a cumulative total cost of $20,000. The cost allowed for a logistical planner is the lesser of $50 per attendee or $8,750 per event. The cost allowed for a programmatic planner is the lesser of $200 per attendee or $35,000 per event.

XI To whom should I submit event requests?

For all COPS Office events, the form should be sent to the COPS Office Conference Costs email address. Please do not send questions or other correspondence to this email address. This mailbox should be used only for the submission of conference forms and supporting documentation (e.g., hotel contracts).

XII How far in advance do I have to submit an event for review and approval?

Requests for conferences costing $100,000 or less, and not exceeding any cost thresholds (conference space and audio-visual equipment and services, logistical conference planner, and programmatic conference planner), must be submitted to the COPS Office 90 calendar days in advance of the earliest of the following:

- Start date of the conference;
- Deadline for signing conference-related contracts; or
- Obligation of funds for conference costs (except for minimal costs required to assemble and submit the approval request).

Requests for conferences costing more than $100,000, or exceeding any one cost threshold (conference space and audio-visual equipment and services, logistical conference planner, or programmatic conference planner), must be submitted to the COPS Office 120 calendar days in advance of the earliest of the following:

- Start date of the conference;
- Deadline for signing conference-related contracts; or
- Obligation of funds for conference costs (except for minimal costs required to assemble and submit the approval request).

If approval requests are submitted less than the required number of days in advance (as noted above), the COPS Office, in its sole discretion, may consider the late requests but cannot ensure the requests will receive a decision in time to avoid having to cancel the conference (particularly if any issues arise with specific items of cost in the request). Cancellation costs associated with conference requests that are submitted for late prior approval may be determined to be unallowable costs by the COPS Office.

XIII What are the most common mistakes made on the forms so that I can avoid them in the future and increase the likelihood of a quick review and approval decision for my event?

The following are the most common mistakes found:

- *Inaccurate calculation of daily per diem*. Daily per diem rates for locations across the nation can be found on the GSA website. Ensure the daily rate used in the calculations corresponds to the specific location and dates of the meeting. In addition, remember that travel days are reimbursed at a slightly lower rate than meeting days. The lower rates must be used for days of travel both before and after the event. Table 1 includes these lower rates:

Table 1. Per diem rates

Full per diem rate	Corresponding travel day rate (75%)
$46.00	$34.50
$51.00	$38.25
$56.00	$42.00
$61.00	$45.75
$66.00	$49.50
$71.00	$53.25

EXCEPTION: If your organization has its own formal, written travel policy, your event submissions can reflect that policy instead of the rates in the chart above. In these instances, state that you have a formal, written travel policy, and clearly explain the rates in the policy and how the corresponding numbers in your submission were derived.

- *Insufficient explanation and justification of transportation costs.* Remember to break out and briefly describe and justify the transportation costs that are included. **Example:** If participants are flying to your event and the tickets are being paid for with DOJ funding, you should include the anticipated number of people flying multiplied by the estimated cost per ticket. If cars will be rented, you should include a brief justification for why rental cars are being used instead of another form of ground transportation, such as taxis or shuttles.
- *Insufficient explanation and justification of audio-visual costs.* All audio-visual costs should be broken out and briefly described. The quantity of equipment to be rented (number of

microphones, projectors, etc.) should be included, along with relevant costs and a brief justification for why the proposed equipment is required to conduct a successful meeting. A discussion of how the audio-visual services provider was selected should be included (for example, did you obtain three quotes?).

- *Insufficient explanation and justification of printing costs.* Proposed printing costs for participant materials should also be itemized and briefly described. Specifically, it is important to articulate why printed materials are needed instead of making materials available electronically (at low or no cost) to attendees before or after the event.
- *Insufficient explanation and justification of shipping costs.* Provide an itemization of these costs, along with a brief description of why the equipment and other materials being shipped are essential to hosting a successful conference.
- *Insufficient explanation and justification of consultant costs.* The maximum daily rate for subject matter experts who are being reimbursed for their time is noted in the **Consultant Contractor Fact Sheet**. Describe all consultant costs in detail, and include a brief yet compelling justification for the proposed costs. Daily rates for subject matter experts above the maximum daily rate require prior approval by the COPS Office and DOJ. In cases where higher rates are included in the event submission, written documentation of prior approval is required and should be attached.

XIV Should I continue to exclude all food and beverage costs in my event submissions?

Yes. The inclusion of food and beverage costs will delay the review process, and these costs are not likely to be approved. The only exception is when the location of the conference does not allow attendees to obtain food or beverages on their own or when this restriction would greatly disrupt the conference schedule. If you believe your event qualifies for such a rare exception, contact your Program Manager to discuss it before completing and submitting your form. If meals are included in your event submission, remember that attendees must subtract the meal costs from the M&IE reimbursement for the days on which the meals will occur.

XV Can you summarize what I can do to prevent follow-up questions about my submitted events that delay the review and approval process?

As a general rule, explain how you derived every cost that you include in the conference submission form. For lines that do not provide space for you to add descriptive narrative, include your explanations and specific cost breakdowns in a separate tab or in a separate document that is submitted with the form. In addition, include the cooperative agreement or contract number on the form.

XVI What events qualify for the expedited review process?

There is no expedited review process. Every effort is made to review all events as quickly as possible.

Most delays result from a need for additional information. Event requests are prioritized for review by balancing the following three criteria:

1. The start date of the event;
2. The date the event submission was received by COPS Office; and
3. The overall cost and complexity of the event. For example, conferences requiring approval by the assistant attorney general's administration and the deputy attorney general (over $100,000–$250,000) typically take longer to process, as they must go through COPS Office and DOJ reviews, result in more questions, and are more likely to have issues related to cost thresholds.

Reporting

XVII Where can I find the most updated version of the conference reporting form to use for my submissions?

The most updated version of the conference reporting form can be found under the Training Resources for award recipients section on the COPS Office Training page at https://cops.usdoj.gov/training.

XVIII If I have a question about conference reporting, to whom should I send it?

Send your questions to your designated Program Manager. They are great resources and will be happy to assist you.

XIX Are we expected to have our staff track their time hour for hour for time spent on the event for planning, etc., or are reasonable estimates adequate for cost reporting purposes?

Post-event reports must contain actual costs, not estimates. These costs should include logistical and programmatic planner staff time spent on these activities and any contracted planner costs.

XX With conference cost reports now being due 30 days after the event, how should we handle costs for invoices that have not been received yet? Many invoices (such as for hotels) are not received within 30 days after the event. Should estimates be included on the cost report?

All conference costs for events held by cooperative agreement recipients or contractors costing more than $20,000, or where more than 50% of attendees are DOJ employees, must be reported within 45 calendar days after the last day of the event.

XXI On the DOJ Conference & Events Submission Form under "A. General Conference Information," is item 19, "Reporting Period," the period in which the actual cost of the event is being reported, or should this be based on the end date of the event?

This reporting requirement is based on the end date of the event. All conference costs for events held by cooperative agreement recipients or contractors costing over $20,000, or where more than 50% of attendees are DOJ employees, must be reported within 45 calendar days after the last day of the event. Example: A COPS Office–approved conference was conducted from 3/16/2019 through 3/20/2019. A completed Conference & Events Submission Form must be submitted, showing the prior approval amounts compared to the actual costs and explaining all variances greater than 10% or $1,000. Reports should be emailed to the COPS Office Conference Cost email address at **COPS.Conferencecosts@cops.usdoj.gov**.

The following pages contain the conference reporting form template.

Department of Justice-Sponsored Conference Request and Report

A RED cell indicates that your entry exceeds the DOJ meal threshold AND cannot be submitted unless within the meal threshold.
A YELLOW cell indicates that your entry exceeds the DOJ threshold, and additional justification must be provided.
A GREY box indicates that no entry is required.

JMD FINANCE STAFF USE ONLY:								
JMD Tracking Number								
Date Received								

COMPONENT USE ONLY:								
Component Internal Tracking Number *(Optional)* :								
CA/Contract Number								
CA/Contract Recipient				CA/Contract PoC Name				
CA/Contract PoC Phone				CA/Contract PoC Email				
	Request Cost per Attendee	#DIV/0!	Actual Cost per Attendee		COPS Average Cost per Attendee		DOJ Average Cost per Attendee	

A. GENERAL CONFERENCE INFORMATION:		
1. Name of Requestor		
2. Component Name *(Drop Down)*	COPS - Office of Community Oriented Policing Services	
3. Is this submission for a conference request or report? *(Drop Down)*	Conference Request	
4. JMD Tracking # *(Report Only)*		
5. If this is a Re-Submission of a previously disapproved conference, indicate original JMD Tracking Number.		
6. Official Title of the Conference *(No Abbreviations)*		
7. Is this a blanket request? (Y/N) *(Drop Down) If "YES" Skip A9-13,A16 and Sections C,D,& E1, If "NO" Skip A8*	No	
8. If this is a Blanket Request, indicate for each: 1) Number of occurrences this fiscal year, 2) Locations, and 3) Start and End Dates		
9. Conference Start Date *(MM/DD/YYYY)*		
10. Conference End Date *(MM/DD/YYYY)*		

11. Location: Country *(Drop Down)*	
12. Location: State / Territory / Possession *(Drop Down)*	
13. Location: City	
14. Justification that conference is essential to accomplishing core mission	
15. Funding Appropriation Symbol	
16. Facility Name *(Specific)*	
17. Facility Type (Federal/Non-Federal) *(Drop Down)*	
18. Cooperative Agreement (Y/N) *(Drop Down)*	
(Required when reporting actuals) *(Drop Down)*	

	Conference REQUEST Information	**Conference REPORT Information**
20. Number of DOJ Federal Attendees		
21. Number of Other Federal Attendees		
22. Number of Non-Federal Attendees		
23. Total Number of Attendees *(Auto-populates)*	0	
24. Total number of attendees whose travel expenses are paid for by DOJ *(required)*		
25. Total Cost *(Auto-populates from entries below)*	$0	
26. Predominately Internal Event held at a Non-Federal Facility (Y/N) *(Auto-populates based on Facility Type and Number of Attendees)*	PLEASE PROVIDE NUMBER OF ATTENDEES	

Competitive Contracting:	
(Drop Down)	
(Drop Down)	

When REPORTING quarterly conferences, only complete the request information if JMD approved your request and you have a JMD tracking number

	Conference REQUEST Information				**Conference REPORT Information**				
B. TOTAL CONFERENCE COSTS:	**ESTIMATED DIRECT COST**	**ESTIMATED INDIRECT COST** *(Funding from Cooperative Agreement)*	**ESTIMATED TOTAL COST** *(Auto-populates)*	**% OF TOTAL COST** *(Auto-populates)*	**ACTUAL DIRECT COST**	**ACTUAL INDIRECT COST** *(Funding from Cooperative Agreement)*	**ACTUAL TOTAL COST** *(Auto-populates)*	**VARIANCE** *(Between Actual and Estimate) (Auto-populates)*	**VARIANCE JUSTIFICATION (Provide justification if variance is >$1,000 and >10% as indicated by a light yellow cell OR exceeds cost thresholds, as indicated by a bright yellow cell)**

1. Conference Meeting Space (including rooms for break-out sessions)			$ -	0.00%
2. Audio-visual Equipment and Services			-	0.00%
3. Printing and Distribution			-	0.00%
4. Meals Provided by DOJ				
a. Breakfast			-	0.00%
b. Lunch			-	0.00%
c. Dinner			-	0.00%
5. Refreshments Provided by DOJ			-	0.00%
6. M&IE for Attendees			-	0.00%
7. Lodging			-	0.00%
8. Common Carrier Transportation			-	0.00%
9. Local Transportation			-	0.00%
10. Conference Planner - Logistical			-	0.00%
11. Conference Planner - Programmatic			-	0.00%
12. Conference Trainer/Instructor/Presenter/Facilitator			-	0.00%
13. Other Costs: *(Itemize Below)*				
			-	0.00%
			-	0.00%
			-	0.00%
			-	0.00%
			-	0.00%
14. Total Conference Cost: *(Auto-populates)*	$ -	$ -	$ -	0.00%

C. MEALS & REFRESHMENTS THRESHOLD CALCULATOR

CONFERENCE LOCATION:	PER DIEM RATE
1. Continental United States MI&E	GSA Per-Diem Rates
2. Hawaii, Alaska, US Territories & Possessions MI&E	DOD Per-Diem Rates
3. Foreign Country MI&E	State Department Per-Diem Rates

D. MEALS	NUMBER OF TIMES MEAL IS SERVED	NUMBER OF ATTENDEES	PER PERSON THRESHOLD ($)	TOTAL JMD THRESHOLD ($)
1. Breakfast		0	SELECT PER DIEM RATE	N/A
2. Lunch		0	SELECT PER DIEM RATE	N/A
3. Dinner		0	SELECT PER DIEM RATE	N/A

E. OTHER THRESHOLDS CALCULATOR

COST CATEGORY:	NUMBER OF ATTENDEES	PER PERSON THRESHOLD ($)	TOTAL JMD THRESHOLD ($)
1. Conference Space & Audio-visual Equipment and Services	0	$ 25	$ -
2. Logistical Conference Planner	0	$ 50	$ -
3. Programmatic Conference Planner	0	$ 200	$ -

F. JUSTIFICATION IF SUBMITTING CONFERENCE REQUEST FORM WITH ESTIMATED COSTS OVER THRESHOLD *(Complete if cells turn YELLOW):*	
1. Conference Space & Audio-visual Equipment and Services	
2. Refreshments	
3. Logistical Conference Planner	
4. Programmatic Conference Planner	

G. JUSTIFICATION REQUIRED FOR CONFERENCES WITH MEALS (*Complete if cells turn YELLOW*):	
Government Provided Meals	

H. JUSTIFICATION FOR NON-FEDERAL FACILITY *(Complete if cells turn YELLOW)*:	
Justification for Using a Non-Federal Facility *(Drop Down)*	

I. FACILITIES CONSIDERED

NAME	FACILITY TYPE *(Drop Down)*	TOTAL EST. CONFERENCE COST	SELECTED (Y/N)	REASON FOR USE OR NON-USE
	0	$ -	YES	

J. ESTIMATED ATTENDEE INFORMATION		
ATTENDEE DUTY STATION	**ATTENDEE ORGANIZATION**	**NUMBER OF ATTENDEES**
TOTAL - ***(Breakout must match entry on line A23)***		**0**

Please answer the following questions below:

Meeting/Event name:	
Meeting/Event date:	

Please select yes or no from the drop down:	**Yes/No**
1. Is the cost of the event greater than $20,000?	
2. Are there meeting room costs?	
3. Are audio visual costs greater than $25 per attendee or more than $1000 in total?	
4. Are there any food and beverage costs?	
5. Did the request for the meeting come from multiple jurisdictions or agencies?	
6. Do the participants represent multiple agencies that are not co-located or joined by an agreement (e.g., task force with MOU)?	
7. Are there trinkets being purchased?	
8. Is there a formal published agenda?	
9. Are formal discussion or presentation panels planned?	
10. Are there logistical planning costs beyond incidental internal administrative costs necessary to arrange travel and lodging for a small number of individuals?	

If any question is answered "yes", the event must be submitted for prior approval. If all answers are "no", the event does not require additional prior approval. The CCRPOC must sign the certification below and this documentation along with the original cost estimate must be maintained in the award files in accordance with the record documentation guidelines outlined in the Financial Guide.

CCRPOC Certification (only to be used if all answers are "no"):

The CCRPOC for this award certifies that the answers to all the questions above are "no", thereby not requiring prior approval. The CCRPOC further certifies that actual costs charged to the cooperative agreement will not exceed $20,000, including any applicable indirect costs.

Typed CCRPOC Name:

Date:

Please answer the following questions below to continue with your prior approval:

One sentence describing the event:	
Purpose for the event:	
How the purpose ties to the COPS Office/DOJ Mission:	

COPS Office Mission: To advance the practice of community policing by the nation's state, local, territorial, and tribal law enforcement agencies through information and grant resources.
DOJ Mission: To enforce the law and defend the interests of the United States according to the law; to ensure public safety against threats foreign and domestic; to provide federal leadership in preventing and controlling crime; to seek just punishment for those guilty of unlawful behavior; and to ensure fair and impartial administration of justice for all Americans.

Brief discussion of how and why the venue (City, State and facility) was selected.

Answer:

	Venue selection justification documents or venue selection matrix provided.

Intended audience (select all that apply "X")

	Community based organizations/NPOs
	Community Members/Volunteers/General Public
	Corrections / Detention Personnel
	Court Personnel
	Crime Scene Investigators
	Defense Attorneys
	Educators
	Faith-based Organizations
	Financial Managers
	Forensic Scientists
	Grant Managers
	Health services (medical, mental health, substance abuse treatment)
	Industry
	Judges
	Law Enforcement
	Probation /Community Corrections/Parole
	Prosecutors
	Tribal
	Victim Advocates
	Youth
	Other – describe below

Topic (select all that apply "X")

	Corrections
	Courts
	Crime Prevention
	Crime Scene Investigation
	Drugs
	Forensic Science
	Grants Management (financial, administrative, programmatic)
	Justice Systems
	Juvenile Justice
	Laboratory Operations
	Law Enforcement
	Standards
	Technical Working Groups / Advisory Groups
	Victims of Crime
	Other – describe below

ESTIMATED EXPENSE JUSTIFICATION/COST CALCULATION SECTION

Conference/Meeting Space

Justification	Item	Cost per Day	Number of Days	Total Direct Costs	Total Grantee Cost		Total Cost
				$0	$0		
				$0			
				$0			$0
				$0			
				$0			
				$0			

A/V Equipment & Services

Justification	Item	Cost per Day	Number of Days	Total Direct Costs	Total Grantee Cost		Total Cost
				$0			
				$0			
				$0	$0		$0
				$0			
				$0			
				$0			

Printing and Distribution

Justification	Item	Unit Cost	Quantity	Total Direct Costs	Total Grantee Cost		Total Cost
				$0			
				$0			
				$0	$0		$0
				$0			
				$0			
				$0			

Gov't Provided Meals

Justification	Item	Unit Cost	Number of Attendees	Number of Days	Total Direct Costs	Total Grantee Cost		Total Cost
	Breakfast				$0			
	Lunch				$0	$0		$0
	Dinner				$0			
	Refreshment				$0			

M & IE

Justification	Desciption	Per Diem Rate	Number of Travelers	Number of Days	Total Direct Costs	Total Grantee Cost		Total Cost
					$0			
					$0			
					$0	$0		$0
					$0			
					$0			
DOJ Attendee M&IE					$0		$0.00	

Lodging

Justification	Desciption	Lodging Rate	Number of Travelers	Number of Nights	Total Direct Costs	Total Grantee Cost		Total Cost
					$0			
					$0			
					$0	$0		$0
					$0			
					$0			
DOJ Attendee Lodging					$0		$0.00	

Transportation

Justification	Desciption	Rate	Number of Travelers	Total Direct Costs	Total Grantee Cost		Total Cost
				$0			
				$0			
				$0	$0		$0
				$0			
				$0			
DOJ Attendee Transportation				$0		$0.00	

Local Transportation

Justification	Item	Cost/Rate	Number of trips, miles, vehicles, persons	Total Direct Costs	Total Grantee Cost		Total Cost
	Taxi			$0.00			
	Parking Fees			$0.00			
	Shuttle Service			$0.00	$0		
	POV (mileage)			$0.00			$0
				$0.00			
DOJ Attendee Local Transportation				$0		$0.00	

Logistical Planner

Justification	Item	Cost/Rate	hours/days	Total Direct Costs	Total Grantee Cost		Total Cost
				$0.00			
				$0.00			

				$0.00	$0		$0
				$0.00			
				$0.00			

Include staff time spent on logistical and

Programmatic Planner

Justification	Item	Cost/Rate	hours/days	Total Direct Costs	Total Grantee Cost		Total Cost
				$0.00			
				$0.00			
				$0.00	$0		$0
				$0.00			
				$0.00			

Conference Facilitator

Justification	Item	Cost/Rate	hours/days	Total Direct Costs	Total Grantee Cost		Total Cost
				$0.00			
				$0.00			
				$0.00	$0		$0
				$0.00			
				$0.00			

Other Expense

Justification	Item	Cost/Rate	Quantity	Total Direct Costs	Total Grantee Cost		Total Cost
				$0.00			
				$0.00			
				$0.00	$0		$0
				$0.00			
				$0.00			

Indirect Cost

Justification	Item	Rate	Base	Total Direct Costs	Total Grantee Cost		Total Cost
				$0.00			
				$0.00			
				$0.00	$0		$0
				$0.00			
				$0.00			

Total Direct Costs	$0
Total Indirect Costs	$0
Total Grantee Costs	$0
Total DOJ Costs	$0.00
Total Conference Costs	$0.00 figure should match submission form total

Total Number of Event Days	
Average Meeting Space and AV expenses /person /day	

Attached Documents

Please mark "X" in the box and provide a copy of the document

Hotel contract/proposal (if applicable please mark "X" in the box and provide a copy of the unsigned contract) Copy Provided

Meeting Agenda (required) Copy Provided

Indirect Cost Rate Agreement Copy Provided

Attendees

List of attendees and where they are travelling from. Please add more spaces as necessary. (If attendee information is not known at this time please enter TBD in the chart below. If attendees are not yet known please write in a justification in the box below)

*Please note if other DOJ component attendance (FBI, DEA, USMS, USAO, etc.) is expected

If attendees are not known - explanation:

Organization:	Name:	Duty Station:	Traveling From:

Hotel Selection Justification and Cost Breakdown

Bid	Hotel	Total Cost	Availability	Food	Guest Room Rate per Night	Meeting Space Rental Fee + Service Fee	Microphones, Mixer, and Recording	Screen and Projector	Technician and Service Fee
1									
2									
3									

Audio/Visual Cost Justification

If A/V estimate costs are above the threshold, use the space below to explain and/or justify the cost.

Itemized Travel Costs Paid or Reimbursed with Cooperative Agreement Funds

Only complete this form when submitting Conference Report Actuals.

Name	Duty Station *(Departure and Return Location)*	Purpose/Role *(Participant, Facilitator, Logistical Coordinator, etc.)*	# of days	Total M&IE	Total Lodging *(Include tax)*	Common Carrier Transportation *(Air, Rail, or Bus)*	Baggage Fees*	Local Transportation *(Includes taxi, parking, rental car, POV)*	Total
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
TOTAL				**$ -**	**$ -**	**$ -**		**$ -**	**$ -**

* Although there is a separate column for "Baggage Fees" that expense should be added to the "Common Carrier Transportation" in the actuals report.

Complete this form only when submitting <u>Actual Costs</u> and if there are particular itemized expense in "Part B Total Conference Costs" of the Reporting Form exceeds the threshhold or the allowable variance. Provide justification/explanation and calcualtions in the below form.

Expense Category	Cost	Reporting Form Variance Justification/ Explanation
Conference Meeting Space	$0	
A/V Equipment and Services	$0	
Conference Meeting Space and A/V Equipment and Services	$0	Total will auto-populate
Printing and Distribution	$0	
Gov't Provided Meals*	$0	
Breakfast	$0	
Lunch	$0	
Dinner	$0	
Refreshments*	$0	
M&IE	$0	
Lodging	$0	
Transportation	$0	
Local Transportation	$0	
Logistical Conference Planner	$0	
Programmatic Conference Planner	$0	
Conference Trainer/Instructor/Presenter/Facilitator	$0	Conference trainer/instructor/presentor/facilitator costs should be broken out in the "Conference Request Questions" sheet.
Other Costs	$0	
Indirect Costs	$0	
	$0	
	$0	
	$0	
	$0	
	$0	
	$0	
Total:	$0	Total will auto-populate