INFORMATION and INSTRUCTIONS for completeing the SEDHYD Conference Calculation Worksheet:	
1	All information requested in this spreadsheet is required for processing the conference attendance approval request.
2	Complete the EST. REGISTRATION AND TRAVEL worksheet first. Some of the information from this worksheet is used to populate the REQUIRED ACCTING INFO worksheet
3	Fill in information in the YELLOW shaded cells ONLY.
4	DO NOT make changes or other cells in the worksheet.
5	Return the completed workbook along with the completed SCS-FNM-72, to _____, by _____.

REGISTRATION AND TRAVEL CALCULATIONS WORKSHEET

Fill in required information only in YELLOW cells.

Name Meeting, Training, or Conference: ***2015 Asian Pacific Islander Organization and Women in NRCS Joint National Training Program*** | Dates of Meeting, Training or Conference: ***August 6-8, 2015*** | Location: ***St. Louis, Missouri***

Employee Name / Location		**Reason for Attending the Conference [1]**	**Salary Cost Estimates**					**Registration Fee**	**TRAVEL COSTS [4]**											**TOTALS**
									Airfare & TAV			**Per Diem Estimates**								
Employee Name (last name, first name)	Employee Duty Station	Primary Reason(s) for Attendance (select one from dropdown list) - See notes below for additional information	Grade / Step	Hourly Rate	Benefits [2]	Time in TDY (hours) [3]	**TOTAL SALARY AND BENEFITS**	**REGISTRATION FEE [4] (use full registration cost)**	Airfare or other travel mode	TAV Fee [5]	**TOTAL AIRFARE / OTHER**	Lodging Rate [6]	Hotel Taxes and other Fees [7]	No. of Nights	**TOTAL LODGING**	M&IE Rate [6]	No. of Days [8]	**Subtotal M&IE**	**M&IE deduction for meals provided**	**TOTAL M&IE**	**TOTAL COST PER TRAVELER**
					$ -		$ -				*$0*		$ -		$ -			$ -		$ -	$ -
					$ -		$ -				*$0*		$ -		$ -			$ -		$ -	$ -
					$ -		$ -				*$0*		$ -		$ -			$ -		$ -	$ -
					$ -		$ -				*$0*		$ -		$ -			$ -		$ -	$ -
					$ -		$ -				*$0*		$ -		$ -			$ -		$ -	$ -
					$ -		$ -				*$0*		$ -		$ -			$ -		$ -	$ -
					$ -		$ -				*$0*		$ -		$ -			$ -		$ -	$ -
					$ -		$ -				*$0*		$ -		$ -			$ -		$ -	$ -
							$0.00	*$0.00*			*$0.00*				*$0.00*					*$0.00*	*$0.00*
																			Miscellaneous Cost (Room rental, supplies, ect.):		$ -
																				GRAND TOTAL:	**$0.00**

NOTES:

[1]

Reasons for Attending:	
1-Presenting a paper or poster	
2-Making a presentation	Such as a computer demonstration
3-Conducting training	Such as a short course
4-Moderating a session	
5-Member of a technical committee	Technical committee must meet during the conference
6-Continuing education	Required to maintain professional licensure

[2] **Benefits** estimated at 33% of hourly rate.

[3] **Time in TDY** (hours) includes time traveling to/from the conference and time spent in attendance at the conference.

[4] **Registration fees**

[4] **Travel Costs** should represent a best estimate of travel to/from the conference location.

[5] **TAV fee** - estimate based on GovTrip fees.

[6] **Lodging and M&IE** calculations for conference location based on GSA per diem rates.

[7] **Hotel taxes and other fees** estimated at 20% of lodging (subject to change)

[8] **No. of Days** for computing **M&IE**: First day is limited to 0.75. Last day is limited to 0.75. Intervening days are counted as full days.

REQUIRED ACCOUNTING INFORMATION				
Employee Name / Location		Accounting Codes		
Employee Name	Employee Duty Station	Budget Fiscal Year	Functional Area	Funded Program / Work Breakdown Structure
-	-			
-	-			
-	-			
-	-			
-	-			
-	-			
-	-			
-	-			