NOAA GROUP TRAVEL REQUEST (EXAMPLE)

Instructions: Thirty (30) days in advance of the travel, please fill out this form and submit through your line or staff office Chief of Staff (or equivalent) to the Executive Director to the DUS/O, currently Joseph.A.Pica@noaa.gov.

Name of Meeting: The Annual Great White Shark Conference

Dates of Meeting: August 28 – 30, 2012

Location of Meeting: Miami, Florida

Point of Contact: Name: Jane Doe

Phone: 301-777-5555

Email: Jane.Doe@noaa.gov

Attendees: Total: 15

 NOAA FTEs: 12

 Invitational Travelers: 3

 Contractors: 0

Note - Contractors are to be managed per the terms of their contract and are not included in group travel.

Purpose of Meeting/Event/Conference/Activity:

Describe the purpose of the event.

The Annual Great White Shark Conference is an annual conference held to discuss protection and preservation of the Great White Sharks in the Atlantic Ocean

How is this relevant to NOAA’s mission?

NOAA's National Marine Fisheries Service’s mission includes the responsibility of management, conservation and protection of living marine resources within the United States' Exclusive Economic Zone (water three to 200 mile offshore). In the Atlantic, white sharks are a prohibited species and if a white shark is caught, it must be released with a minimum of injury and without taking the animal out of the water. In the Pacific, California state regulations prohibit the taking of white sharks. NMFS employees will attend this conference to work with these communities to discuss issues pertaining to the Great White and to inform the public on conservation efforts.

Why is it important that NOAA participates in the event?

NMFS employees will gain information that will assist them in their responsibilities. Additionally three NOAA employees will be presenting at this event.

Is NOAA sponsoring the event? If so, how was the location chosen?

NOAA is not sponsoring the event.

Funding:

Is funding available for the travel? Are we meeting required cuts to the travel budget?

Yes, funding is available and we are within the required travel budget.

List the costs for the travel.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TotalAttendees | Total Lodging Costs(# nights) | Total M&IE  | Flights / Transportation Costs | Facility / Meeting / Registration/ Other Costs  | Total Estimated Costs |
| 15 | $6315 | $4083 | $9399.45 | $675 | $20,472.45 |

Provide any other pertinent information related to the travel costs. What is the cost comparison of meals vs. per diem (according to Federal Travel Regulations)?

Citypair estimates along with an assumed transaction fee of $25.43 were used to estimate airfare costs.

If there are costs associated with local attendees such as registration (costs included in the table above under Facility/Meeting/Registration/Other costs), please list the number of local attendees: #0 There are no local attendees/

Efforts to minimize the total cost of travel:

Describe all efforts to reduce the cost of the travel. Conduct majority of meetings via teleconference, webinars, and video conferences.

N/A

If available, provide historical comparisons in regards to number of attendees and total costs.

N/A

Other:

Provide any other information relevant to the group travel request.

There will be one lunch provided on August 29th which is included in the registration costs.

If a conference, are there conference fees, speakers, or awards? Yes

If yes, what is the associated cost to NOAA for each? There is a $45 registration fee for all attendees.

List of attendees:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Affiliation | Role at Meeting (Presenting, etc.) | Notes (where traveling from) |
| Rachel Green | NMFS FTE | Presentation on Preservation Methods  | Silver Spring, MD |
| Ross Gellar | NOS FTE | Presentation on Great White Shark Behavioral Concerns | Silver Spring, MD |
| Monica Gellar | NMFS FTE | Presentation on Great White Shark Ecosystems | Silver Spring, MD |
| Chandler Bing | NEDIS FE | Attend AGWS Conference  | Silver Spring, MD |
| Phoebe Buffay | NWS FTE | Attend AGWS Conference  | Silver Spring, MD |
| Joey Tribbiani | NMFS FTE | Attend AGWS Conference  | Silver Spring, MD |
| Olivia Benson | NMFS FTE  | Attend AGWS Conference | Silver Spring, MD |
| Elliot Stabler | NMFS FTE  | Attend AGWS Conference | Silver Spring, MD |
| Donald Cragen | NMFS FTE | Attend AGWS Conference | Silver Spring, MD |
| Odafin Tutuola | NMFS FTE | Attend AGWS Conference | Silver Spring, MD  |
| John Munch | NMFS FTE | Attend AGWS Conference | Silver Spring, MD  |
| Dawson Leery | NMFS FTE | Attend AGWS Conference  | Silver Spring, MD |
| Joey Potter | Invitational Traveler | Attend AGWS Conference  | Philadelphia, PA |
| Pacey Witter | Invitational Traveler | Attend AGWS Conference  | Seattle, WA |
| Jennifer Lindley | Invitational Traveler | Attend AGWS Conference  | Seattle, WA |

What is the minimum number of attendees necessary for a successful event? 15