**Conference Actual Cost Determination**

Line/staff offices are responsible for compiling and verifying the actual costs for conferences. **Send All Actual Cost Documents to Conferences\_GroupTravel@Noaa.Gov**

\_\_\_\_ Line/staff office has utilized the “NOAA Conference Costs Breakdown” to determine the actual conference costs.

\_\_\_\_ For conferences that are sponsored/co-sponsored and hosted/co-hosted the NOAA Conference Costs Breakdown must be provided to OCFO within two (2) weeks of the end of the conference.

\_\_\_\_ Line/staff office has requested and received all travel vouchers and documentation for all expenses which are not included on the travel vouchers, such as registration fees, receipts, and invoices. These documents were used to determine the actual conference costs.

\_\_\_\_ Line/staff office has ensured that only costs associated with the conference on the travel vouchers are included in the conference costs. Travel Vouchers may include other travel costs that are not associated with the conference.

\_\_\_\_ Line/staff office has ensured that the travel vouchers were adjusted for any meals provided as part of the registration fees. The information can be found at: Federal Travel Regulations §301-11.18: [http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p011.html/category/21868/#wp1204323](#wp1204323) .

\_\_\_\_ Line/staff office has conducted a review and verified that the actual cost spreadsheet contains information which is accurate and complete.

\_\_\_\_ The actual costs spreadsheet was completed within 2 weeks from the end of the conference.

\_\_\_\_ If the actual conference costs exceed the $100,000 threshold, post approval from the Department was received.