

Fermilab Conference Exclusion/Funding Request

DATE OF REQUEST:

REQUESTED BY:

SPONSORING ORGANIZATION:

CONFERENCE TITLE:

CONFERENCE DATE:

PURPOSE AND OBJECTIVES:

CONFERENCE LOCATION:

EXCLUSION:

3.c.(1)(k) Conferences for which DOE is sponsoring or co-sponsoring where the total DOE expenditure is less than \$10,000

ESTIMATED COST BREAKDOWN:

TRAVEL AND PER DIEM COSTS

DOE Employees (HQ):	\$
XX,XXX	
DOE Employees (Field):	XX,XXX
Contractor Employees (HQ):	XX,XXX
Contractor Employees (Field):	XX,XXX

TOTAL DOE TRAVEL COSTS: \$ XXX,XXX

OTHER EXPENSES:

Logistics:
Coffee Breaks
Streaming Video or Video Conferencing
Setup (WCI) (Registration, Coffee Breaks)

Supplies and Support:
Printing of Posters for Poster Session Competition
Speaker Support*
Total Allowable Expenses

Special Events

Reception**
 Banquet**
 Total Unallowable Expenses

TOTAL OTHER EXPENSES

*These funds can be used to cover airline ticket, hotel room, and limousine rental costs only if purchased through the Fermilab Travel Office. Tickets and arrangements made elsewhere will not be reimbursed.

**NOTE: If FRA is unable to provide support for this event, the Organizers will sell tickets to cover the entire costs of this event or cancel the event.

TOTAL ESTIMATED DOE COSTS: **\$ XXX,XXX**

ESTIMATED COSPONSOR COSTS (specify source, if applicable): **\$ XXX,XXX**

ESTIMATED TOTAL NUMBER OF CONFERENCE ATTENDEES:

	<u>Traveling</u>	<u>Non-Traveling</u>
DOE Employees (HQ) Wash. D.C.		
DOE Employees (Field) CH Op		
Contractor Employees (HQ)		
Contractor Employees (Field) ANL Fermilab LBNL LLNL		
Others: U.S. Universities Foreign Institutes		
Total:		

Funding Requested from:

Fermi National Accelerator Laboratory
Fermi Research Alliance, LLC**

**NOTE: If FRA is unable to provide support for this event, the Organizers will sell tickets to cover the entire costs of this event or cancel the event.

Approved: _____
Michael Lindgren, Acting Head, Particle Physics Division Date

Fermilab Funding Approved: _____ Source of Funding: PPD

Approved: _____
Bruce L. Chrisman, Chief Operating Officer Date

Fermilab Funding Approved: _____ Source of Funding: FRA