

**DEPARTMENT OF JUSTICE APPROPRIATIONS ACT OF 2008  
CONFERENCE PLANNING AND REPORTING**

Agency/TA Provider:	asdfasdf
Award Number:	asdfd
Submitted by:	asdf
Date submitted:	sadfsd

1	CONFERENCE TITLE / NAME OF EVENT	asdfasd
2	CONFERENCE / EVENT START DATE	
3	CONFERENCE / EVENT END DATE	
4	FACILITY NAME (e.g. Washington DC Convention Center)	
5	CITY	
6	STATE	
7	NUMBER OF FEDERAL ATTENDEES	0
8	NUMBER OF NON-FEDERAL ATTENDEES	0
9	TOTAL NUMBER OF ATTENDEES	0
10	PURPOSE OF THE CONFERENCE (please provide a brief description)	

	CATEGORY	AMOUNT	NOTES
<i>SECTION TWO: Conference Costs</i>			
9	MEETING SPACE COSTS (INCLUDING ROOMS FOR BREAK-OUT SESSIONS)	\$0.00	
10	AUDIO VISUAL EQUIPMENT & SERVICES	\$0.00	
11	OTHER EQUIPMENT COSTS (E.G., COMPUTER FEES, TELEPHONE FEES [ON SITE])	\$0.00	
12	PRINTING AND DISTRIBUTION	\$0.00	
13	COSTS OF MEALS PROVIDED DURING THE EVENT (WORKING LUNCH, DINNER)	\$0.00	
14	COSTS OF REFRESHMENTS PROVIDED DURING THE EVENT (CONTINENTAL BREAKFAST, BREAKS)	\$0.00	

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	CATEGORY	AMOUNT	NOTES
15	MEALS & INCIDENTAL EXPENSES (M&IE PORTION OF PER DIEM) REIMBURSED	\$0.00	
16	LODGING COSTS	\$0.00	
17	TRANSPORTATION TO/FROM EVENT LOCATION (E.G., COMMON CARRIER)	\$0.00	
18	LOCAL TRANSPORTATION (E.G., PRIVATELY OWNED VEHICLE (POV), TAXI, PUBLIC TRANSPORTATION)	\$0.00	
19	COSTS OF EVENT PLANNER (MEETING LOGISTICS PLANNING STAFF OR	\$0.00	
20	COSTS OF EVENT FACILITATOR(S)	\$0.00	
21	OTHER COSTS (include presenters/faculty fees)	\$0.00	
22	TOTAL CONFERENCE COSTS	\$0.00	
23	AVERAGE COST PER ATTENDEE	#DIV/0!	

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	CATEGORY	AMOUNT	NOTES
24	ORIGINAL TOTAL COST ESTIMATE	\$0.00	
25	DIFFERENCE BETWEEN ORIGINAL AND	\$0.00	

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	CATEGORY	AMOUNT
<b>SECTION THREE</b>		
26	REGISTRATION FEES/GRANT INCOME	\$0.00

NOTES

<b>SECTION FOUR</b>	
A	Describe any issue encountered in determining the costs related to the event/conference.

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CATEGORY	AMOUNT
<b>B</b> Describe the contracting procedures employed*	

NOTES