

SECTION J – LIST OF ATTACHMENTS

ATTACHMENT J-7

CONFERENCE ATTENDANCE APPROVAL REQUEST

*conventions, expositions, symposiums, seminars, workshops, exhibitions

Employee		Date of Request	
Conference Title			
Sponsoring Organization(s)			
Sponsored by DOE? Y or N			
Conference Location		Date(s)	
Brief Description of the Conference			
Why can the conference intent not be accomplished in any other manner? (e.g. video conference)			
Description of the benefit to the EM or CBFO Mission expected to result from participation.			
Estimated Cost			
			Estimated Amount
Conference Registration Cost			
Estimated Travel Cost			
Airfare Round Trip			
Hotel			
Car Rental			
Miscellaneous/Mileage			
TOTAL Estimated Cost			
Concurrence			
Director/Supervisor Signature and Date			

Decision
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Justification (if disapproved)

****Forward copy of completed form to Contracting Officer**