

**DEPARTMENT of JUSTICE SPONSORED-CONFERENCE  
REQUEST and REPORT**

6/2012

Start the process by filling out sections **A.** through **J.** Under each section, fill out the cells as appropriate to your conference.

**Component Use**

**Fill out the following lines in column B:**

OJP Cooperative Agreement/Contract Number
Cooperative Agreement Recipient/Contractor
Contact Name

**General Conference Information:**

1. Name of Requestor – Leave Blank – for DOJ use
2. Component Name – Select OJP
3. If you have completed the conference and are reporting actual cost incurred, select “Report.” Otherwise, select “Request,” for all conferences requiring prior approval that have not been submitted for processing.
4. JMD Tracking # (Report Only) – Leave Blank – for DOJ use
5. Leave blank unless instructed by OJP to fill in this item.
6. Official name of the conference. **Do not** use abbreviations.
7. Select from the drop down menu. If the conference contains multiple delivery dates scheduled over a period of time, select “Yes” and skip section A9 through A13, A16 and Sections C, D, and E1. Otherwise, select “No” and skip section A8.
8. Indicate the number of times the conference will take place within the current fiscal year along with the locations (City and State) and dates of each occurrence.
9. The date the conference is expected to start.
10. The date the conference is expected to end.
11. Select from the drop down menu. The country the conference is expected to take place.
12. Select from the drop down menu. The State, Territory or Possession the conference is expected to take place.
13. The City the conference is expected to take place.
14. A brief description of the conference purpose. Please describe how the conference relates to the...
15. The OJP grant (co-operative agreement) number found on your grant award document. For example, 2012-AB-CD-K000; or contract number
16. Name of the facility/venue selected to accommodate the conference.
17. Select from the drop down menu. Indicate the type of facility/venue selected to accommodate the conference.
18. Select from the drop down menu. If the funding source will be provided by an OJP co-operative agreement, select “Yes.” Otherwise, select “No.”
19. Select from the drop down menu. The current reporting calendar quarter as listed below. (Only required when reporting actuals.)

**Reporting Quarter**

**Reports Due Not Later than**

Jan1 through Mar 31  
Apr 1 through Jun 30  
Jul 1 through Sep 30  
Oct 1 through Dec 31

May 15  
Aug 14  
Nov 14  
Feb 14

20. For '**Conference REQUEST Information**' column - The total number of Department of Justice (DOJ) attendees expected to attend the conference. Regardless of whether they have been or will be reimbursed by the funding source previously indicated in A15. For '**Conference REPORT Information**' column - The total number of (DOJ) attendees actually attended the conference.
21. For '**Conference REQUEST Information**' column - The total number of Other Federal attendees expected to attend the conference. Regardless of whether they have been or will be reimbursed by the funding source previously indicated in A15. For '**Conference REPORT Information**' column - The total number of Other Federal attendees actually attended the conference.
22. For '**Conference REQUEST Information**' column- The total number of Non-Federal attendees expected to attend the conference. Regardless of whether they have been or will be reimbursed by the funding source previously indicated in A15. For '**Conference REPORT Information**' column - The total number of Non-Federal attendees actually attended the conference.
23. Auto-populates from A20, A21 and A22.
24. The total number of attendees whose travel expenses are paid for by DOJ funds.
25. Auto-populates
26. Auto Populates
27. Select from the drop down menu. If the Federal procurement regulations were followed as appropriate to competitively bid for the contracting services, select "Yes." Otherwise, select "No."
28. Select from the drop down menu. If all market research documents used in conference planning decisions were retained, select "Yes." Otherwise, select "No."

**Total Conference Costs:** *(A current approved Negotiated Indirect Cost Rate with your cognizant agency is required to complete this section.)*

For '**Conference REQUEST Information**' column - Estimated Direct Cost: Total estimated direct cost for line items 1 through 13. Direct costs are those for activities or services that benefit specific projects, e.g., salaries for project staff and materials required for a particular project. Estimated Indirect Cost: Total estimated indirect cost for line items 1 through 13. Indirect costs are those for activities or services that benefit more than one project.

For '**Conference REPORT Information**' column - Actual Direct Cost: Actual total direct cost incurred for line items 1 through 13. Actual Indirect Cost: Actual total indirect cost incurred for line items 1 through 13.

Variance Justification: If the '*Variance (Between Actual and Estimated)*' column amount is greater than \$1,000 and greater than 10% or exceeds the cost thresholds (indicated by a white cell), provide a justification for the variance amount.

Note: '*Estimated Total Cost*'; '*% of Total Cost*'; '*Actual Total Cost*'; and '*Variance (Between Actual and Estimated)*' columns are auto-populated.

1. Total cost of the selected conference meeting space, including rooms for break-out sessions.
2. Total Audio-visual equipment and/or service costs
3. Total printing and distribution cost
4. Total amount paid for by Government funds for line items a. through c. Food and beverages are generally considered personal expenses for which government funds should not be used. While meals may at times be permissible, as a general rule Department funds may not be used to provide refreshments, food and/or beverages at any other time of day; *i.e.*, as part of a refreshment break and/or as part of a reception (including welcoming, networking, social or working receptions).

5. Total amount paid for by Government funds for refreshments. If it is determined that providing food and beverages at a refreshment break is necessary based on the unique and extenuating circumstances of the conference, DOJ's Assistant Attorney General/Administration approval is required. See also B4.
6. Total Meals Incidental & Expenses (MI&E) cost paid for by Government funds for conference attendees, including participating trainers, instructors, presenters and/or facilitators.
7. Total lodging cost paid for by Government funds for conference attendees or participants.
8. Total transportation cost to/from conference location, not including any local transportation cost paid for by Government funds.
9. Total local transportation costs (e.g. rental car, taxi and POV) paid for by Government funds.
10. Total logistical planning costs. Logistical planner performs the logistical planning necessary to hold a conference. E.g. recommending venues, advertising and securing hotel rooms.
11. Total programmatic conference planning costs. Programmatic conference planners develop the agendas, content and written materials, excluding internal staff planners.
12. Total external conference planners, instructors, presenters and facilitators cost.
13. All other costs associated with the conference should be listed individually.
14. Auto-populated.

**Justification If Submitting Conference Request Form with Estimated Cost Over Threshold:**

If Justification is required, the fields in lines 97 through 106 will turn white. If these fields are white, a justification must be entered otherwise the form will not be accepted.