

U.S. DEPARTMENT OF AGRICULTURE  
OFFICE OF CHIEF FINANCIAL OFFICER

**DETAILED COST ANALYSIS**

**SECTION I – EVENT INFORMATION**

1. NAME OF EVENT	2. GEOGRAPHIC LOCATION	3. NUMBER OF ATTENDEES	4. DATE SUBMITTED
5. PURPOSE OF EVENT	6. DATE(S) OF EVENT		7. REFERENCE NO.

**SECTION II – TRAVEL**

ITEM	AMOUNT	TOTAL
1. PER DIEM		
2. TRANSPORTATION		
3. LOCAL TRANSPORTATION		
4. MISCELLANEOUS TRAVEL EXPENSES		
TOTAL TRAVEL COSTS		

**SECTION III – CONFERENCE**

1. PRIMARY CONFERENCE EXPENSES (e.g., facility, supplies and equipment, speakers, facilitators, etc.)		
2. OTHER CONFERENCE RELATED EXPENSES (e.g., ceremonies, other events, etc.)		
TOTAL CONFERENCE COSTS		
TOTAL EVENT COSTS		

**SECTION IV – CONTACT**

1. NAME	2. E-MAIL ADDRESS	3. TELEPHONE NUMBER	4. FACSIMILE NUMBER
---------	-------------------	---------------------	---------------------