JULY 2010: Conference Approval Steps

Notify Adrienne of any conferences, workshops, events you would like to attend and email the following information:

1) Conference URL
2) One paragraph on how attending this meeting supports the Office of Science missions within your organization.
3) Your exact travel dates
4) Print out of entire web page for airfare cost estimate
5) Print out of registration page and cost in US dollars
6) Role at Conference (Attendee, Speaker, Organizer, Member)
7) If presenting, please include title of talk
8) Your anticipated nightly lodging rate in US dollars if this differs from the per diem rate. Please indicate if this is a conference hotel.
9) Other costs in US dollars. Specify what this is - taxi, bus, etc.
10) Any exceptions, for example:
    a. All meals paid by organizer
    b. Registration fee waived
11) If the trip is NOT being charged to ATLAS, then provide charge account