**Location Cost Comparison Estimated**

**Name of Event:**
**Start Date:**                    **End Date:**

| City & State of Event | Location 1 (------------------) | Location 2 (---------------------) | Location 3 (------------------------) |
|---|---|---|---|
| Per Diem Rates | Lodging: ------<br><br>M & IE: ----------- | Lodging: ------<br>M & IE: ----------- | Lodging: ------<br>M & IE: ----------- |
| Location of event | | | |
| Type of Facility (USDA, Federal, University or Commercial) | | | |
| 1)AirFare | | | |
| 2) Total Miscellaneous Expenses: (Car rental, mileage, Shuttle, Taxi, Parking, Tolls, Baggage, etc.) | | | |
| 3) Total Local Travel Expense (Expenses from local participants: subway, parking, mileage, etc.) | | | |
| 4) Total M&IE: | | | |
| 5) Total Lodging: | | | |
| 6) Other TDY Expenses (Hotel Tax, etc.) | | | |
| **Total Travel Expense (1-----6)** | | | |
| 1)Speaker Fees | | | |
| 2) Printing & Reproduction | | | |
| 3) Audio Visual Services | | | |
| *4) Event Room Rental* | | | |
| *5) Facility Charges: ( (Detail)* | | | |
| 6) Other Costs (Itemize) | | | |

| | | | |
|---|---|---|---|
| 7) Light refreshments | | | |
| 8) Registration fees | | | |
| **Total Non-Travel Expense(1-----8)** | | | |
| Non-Federal Contribution | | | |
| **Total Event Cost without Salary (Travel Expense + Non Travel Exp)-(Non-Federal Contribution)** | | | |
| Total Salary and Benefits | | | |

Total Attendees:    _____

Total USDA or … Attendees: _____

Total Non-USDA Attendees: _____