

NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY

PROFESSIONAL ACTIVITY COSTS

(Use limited to Restricted Funds Exhibit)

In accordance with OMB Uniform Guidance, when the primary purpose of meetings, conferences, or seminars is the dissemination of technical information the following costs are allowable:

1. Rental of facilities
2. Cost of meals
3. Transportation
4. Other items incidental to such meetings, conferences, or seminars
5. Periodic meetings required by contract

Meetings may include technical, contractual and/or financial discussions in an informal setting with a representative of the awarding agency (program officer, contracting officer), advisory group, consultant, subrecipient, etc. Expenses must be allocable to the project to which they are charged (i.e, solely benefits) and must be reasonable in amount.

Date: _____

Requester's Name: _____

Title: _____

Description of the results of the meeting ("discuss project" is not acceptable)

Index / account number to be charged: _____

Amount of Expenditure (attach receipt): \$ _____

Date and Time of Expenditure: _____

Location: _____

Participants, include the organizations they represent and their titles (identify below or attach list):

Certification:

I certify that the above expenses were incurred for professional activity costs as defined under OMB Uniform Guidance. In addition, I certify that this meeting and its continuance (if applicable) to a different location was for the purpose of dissemination of technical information. Finally, I also certify that the reimbursement request does not include alcoholic beverages or entertainment expenses as explained at <http://www.nmt.edu/sponsored-project-administration-spons-proj-admin/financial-transactions-review>

Signature: _____

& Date

Name (Printed): _____

Title: _____