

NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY

PROFESSIONAL ACTIVITY COSTS

(For Use on Sponsored Projects Funds. Please check applicable box.)

In accordance with 2 CFR 200.432, when the primary purpose of a conference (defined as a meeting, retreat, seminar, symposium or workshop) is the dissemination of technical information, the following costs are allowable. Note: Conference costs must be necessary and reasonable for successful performance of the project.

- 1. Rental of facilities and speaker's fees
- 2. Cost of meals and refreshments
- 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 an external participant**; for example, the program officer, a contracting officer, an advisory group, a consultant, or a subrecipient. Expenses must be allocable to the project to which they are charged (i.e., solely benefits) and must be reasonable in amount.

In accordance with 2 CFR 200.438, specific costs that might otherwise be considered entertainment are allowable if those costs have a programmatic purpose and are authorized either in the approved budget for the award or have prior written approval of the awarding agency.

Date: _____
Requester's Name _____
Title: _____

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

FUND number to be charged: _____

Amount of Expenditure (attach receipt): \$ _____

Date and Time of Expenditure: _____

Location: _____

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

Signature: _____
Name (Printed): _____
Title: _____