

FFY06/07 HSGP Conferences, Workshops and Seminars

Allowability Determination Worksheet

Sub-grantees may use this worksheet as a tool to aid in determining the allowability of attending specific conferences, workshops and seminars. If the sub-grantee answers all the questions below in the affirmative, chances are the activity is reimbursable under the grant.

Completing this worksheet DOES NOT guarantee reimbursement. Sub-grantees may submit this worksheet, inserting short bullets on how the activity connects to the questions listed below, to their Program Manager at EMD/HLS for an allowability determination. If the Program Manager determines the activity as allowable, then there's a subsequent guarantee of reimbursement.

Support documentation must be maintained by the sub-grantee and available for review during programmatic reviews, sub-recipient monitoring and program audits.

Attendance for Conferences, Workshops and Seminars

Conference Name:

Conference Date(s):

Conference Hyperlink:

Prospective Attendee(s):

Do you have a clear summary of the activity? Yes No

Does the activity address a defined need? Yes No

Have the activities' deliverables/benefits been clearly identified? Yes No

Will the requested activity's deliverables/benefits be validated through a future plan, policy, procedure, training or exercise? Yes No

Will the requested activity clearly address a FFY06 Contract Task? Yes No