

**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: \_\_\_\_\_