

New ATIS Request

Add a Conference

A conference only needs to be entered once, as soon as it is entered it can be accessed by anyone in the ATIS system.

Meeting No	<input type="text" value="-"/>	Meeting No will be created automatically after record is saved.	*Domestic or International ?	<input type="text"/>
*Type of Conference	<input type="text"/>		Hosted/Sponsor Agency	<input type="text"/>
*Conference Name	<input type="text"/>			
*Official Conference Start Date	<input type="text"/>		*Official Conference End Date	<input type="text"/>
Trip Year	<input type="text"/>			
*Address Line 1	<input type="text"/>			
Address Line 2	<input type="text"/>			
*City	<input type="text"/>	*State	<input type="text"/>	?
*Zip	<input type="text"/>	*Country	<input type="text"/>	?
*Conference Facility Type	<input type="text"/>			<input type="text"/>
Conference Website (http:// or https:// prefix is required)	<input type="text"/>			<input type="text"/>
			<input type="button" value="Check for Existing Conference"/>	<input type="button" value="Go"/>

Notes:

V2020.05.18

For questions ATIS or travel policy check with your PSA/Travel Arranger or Travel Specialist for conference related information, user guides, and resources see <https://axon.ars.usda.gov/EMAD/Travel/Pages/Conferences.aspx>

New ATIS Request

Add Attendee

Purpose Description: Please include a short description on what are you doing, presentation titles, if there will be additional meetings with collaborators, etc.

Past Benefits: What benefits were received from this meeting in the past? (ex. Technology transfer, networking for research collaboration, etc.)

Total Local Travel Expenses: Expenses incurred at the conference location (ex. Mass transit, taxi, shuttle, parking rental fuel, tolls mileage).

Total Miscellaneous Expenses: Expenses not incurred at the conference location (ex. BCD or TMC fees, hotel tax, baggage fees, overweight charges).

Total Amount of Soft/Grant/Trust Fund: The amount of Soft/Grant/Trust Funds to be applied to the travel. Not the amount of the Soft/Grant/Trust Fund.

Please provide a best estimate for all financial questions, if you are unsure of registration fee use the fee for the most recent meeting for reference.

Note that Per Diem and Lodging will be internally calculated by the system, DO NOT include these amounts under Local or Miscellaneous Expenses.

Attendee Details											
*Last Name	<input type="text"/>	*First Name	<input type="text"/>	Middle Init	<input type="text"/>	Suffix Name	<input type="text"/>	REE	<input type="checkbox"/>	Non REE	<input type="checkbox"/>
*Org Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Agency	<input type="text"/>	Org	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Duty Station	<input type="text"/>	*Position Title	<input type="text"/>								
*Email Address	<input type="text"/>					PSA Email Address	<input type="text"/>			Date of Last Email Sent	<input type="text"/>
*Purpose of Attendance	<input type="checkbox"/>	Article Presenter	<input type="checkbox"/>	Session Chair	<input type="checkbox"/>	Career Development	<input type="checkbox"/>	Serving on an Editor Board	<input type="checkbox"/>	Special Interest Group Contributor	<input type="checkbox"/>
*Email Address	<input type="checkbox"/>	Plenary Speaker	<input type="checkbox"/>	Leading/Moderating a Technical Session	<input type="checkbox"/>	Conference Committee Member	<input type="checkbox"/>	Poster Presenter	<input type="checkbox"/>	Presenting Research	<input type="checkbox"/>
*Purpose of Attendance	<input type="checkbox"/>	Session Speaker	<input type="checkbox"/>	Receiving Training	<input type="checkbox"/>	Mission Subject Matter Expert	<input type="checkbox"/>	Organizing a Symposium/Session	<input type="checkbox"/>	Conference Organizer	<input type="checkbox"/>
*Purpose Description	<input type="text"/>					*National Program - For ARS Only					
*Past Benefits	<input type="text"/>					<input type="text"/>					
*Attendee Start Date / Time	<input type="text"/>	<input type="text"/>	*Attendee End Date / Time	<input type="text"/>	<input type="text"/>						
Local Participant Indicator	<input type="checkbox"/>										
*Airfare	<input type="text"/>	*Total Local Travel Expenses	<input type="text"/>	*Total Miscellaneous Expenses	<input type="text"/>						
*Total Amount of Soft/Grant/Trust Funds Contributing Organization	<input type="text"/>	*Total Rental Car Expenses	<input type="text"/>	*Registration Fees	<input type="text"/>						
Contributing Organization	<input type="text"/>	Contributing Organization Type	<input type="text"/>	Contributing Organization - Funds Contributed	<input type="text"/>						
Travel Authorization No.	<input type="text"/>	Conference Approval Status	<input type="text"/>	*Authorized by Area Office or Appropriate Manager	<input type="checkbox"/>						
Status	<input type="text"/>	User Last Modified	<input type="text"/>	Date Last Modified	<input type="text"/>						

Notes: