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	—	Meeting No will be created automaticlally after save this record.	*Domestic or International ?	
*Conference Name				
*Official Conference Start Date		*Official Conference End Date		*Trip Year
*Address Line 1				
Address Line 2				
*City		*State	? *Zip	*Country	?
*Conference Facility Type			Check for Existing Conference	
Conference Website			Go	

Notes:

New ATIS Request

Add Attendee

Purpose Description: Please include a short note 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). Please do not exceed $150.

Total Amount of Soft/ Grant/Trust Funds: The amount of Soft/Grant/Trust Funds to be applied to the travel.

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 [ ] *First Name [ ] Middle Init [ ] Suffix Name [ ]   [ARS] [Non ARS]

*Modecode [ ] [ ] [ ] [ ] [?] Area [ ] Location [ ]

*Duty Station [ ] *Position Title [ ]

Email Address [ ]

*Purpose of Attendance

Article Presenter	Session Chair	Career Development	Serving on an Editor Board	Special Interest Group Contributor
Plenary Speaker	Leading/Moderating a Technical Session	Conference Committee Member	Poster Presenter	Presenting Research
Session Speaker	Receiving Training	Mission Subject Matter Expert	Organizing a Symposium/Session	Conference Organizer

*Purpose Description [ ]

*National Program [ ] [ ]

*Past Benefits [ ]

[Select/Unselect NP Codes]

*Attendee Start Date / Time [ ] [ ] *Attendee End Date / Time [ ] [ ]

Local Participant Indicator [ ]

*Airfare [ ] *Total Local Travel Expenses [ ] *Total Miscellaneous Expenses [ ]

*Total Amount of Soft/Grant/Trust Funds [ ] *Total Rental Car Expenses [ ] *Registration Fees [ ]

Contributing Organization [ ] Contributing Organization Type [ ] [?] Contributing Organization - Funds Contributed [ ]

Travel Authorization No. [ ] Conference Approval Status [ ] Authorized by Area Office or Appropriate Manager [ ]

Status [ ] [Save] [Cancel]

Notes:

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