

IC Committee Management Officer

Date

Designated Federal Officer

Date

*Projected costs will appear in charter. The FOP for a charter renewal/amendment will include actual and projected costs. The FOP for an establishment will only include projected costs.

C. Itemized Committee Costs

Costs are itemized according to the nine individual dollar amounts requested on the Annual Report.

	Actual	Projected
I. 18A(1) Personnel Payments - Non Federal Members (Payment of Consultant Fees to Non-Federal Members)		
Number of person-meeting days for attendance at Meetings (actual) _____ (projected) _____		
(Consultant Fees):	\$ _____	\$ _____
Number of person-other days for attendance at Other Activities (actual) _____ (projected) _____		
(Consultant Fees):	\$ _____	\$ _____
Total 18A(1) Payment to Non-Federal Members	\$ _____	\$ _____
II. 18A(2) Personnel Payments - Federal Members (Prorated Salary of Federal Members)		
Prorated salary _____ multiplied by number of person-meeting days (actual) _____ (projected) _____		
Attendance at Meetings (Federal Members)	\$ _____	\$ _____
Prorated salary _____ multiplied by number of other activities person-days (actual) _____ (projected) _____		
Attendance at Other Activities (Federal Members)	\$ _____	\$ _____
Prorated salary _____ multiplied by number of person-meeting days (actual) _____ (projected) _____		
Attendance at Meetings (Ex Officio Members)	\$ _____	\$ _____
Prorated salary multiplied by number of person-other activities days (actual) _____ (projected) _____		
Attendance at Other Activities (Ex Officio Members)	\$ _____	\$ _____
Total 18A(2) Payment to Federal Members	\$ _____	\$ _____

**III. 18A(3) Personnel Payments - Federal Staff (Prorated Salary)
(Federal staff costs associated with committee)**

Use Attachment A to Calculate Federal Staff Costs

	Actual	Projected
Total 18A(3) Payment to Federal Staff	\$ _____	\$ _____
IV. 18A(4) Personnel Payments - Nonmember Consultants (Consultant Fees of non-Federal consultants and prorated salary of Federal consultants)		
Number of person-meeting days for attendance at Meetings (Non-Federal Nonmember) (actual) _____ (projected) _____ (Consultant Fees):	\$ _____	\$ _____
Number of person-days for attendance at Other Activities (Non-Federal Nonmember) (actual) _____ (projected) _____ (Consultant Fees):	\$ _____	\$ _____
Prorated salary _____ multiplied by number of person- meeting days (actual) _____ (projected) _____ Attendance at Meetings (Federal Nonmembers):	\$ _____	\$ _____
Prorated salary _____ multiplied by number of person-other activities days (actual) _____ (projected) _____ Attendance at Other Activities (Federal Nonmembers):	\$ _____	\$ _____
18A(4) Total Payment to Nonmember Consultants	\$ _____	\$ _____
V. 18B(1) Travel and Per Diem Non-Federal Members		
Travel Costs for Non-Federal Member for Meetings	\$ _____	\$ _____
Per Diem Costs for Non-Federal Members for Meetings	\$ _____	\$ _____
Travel Costs for Non-Federal Members for Other Activities	\$ _____	\$ _____
Per Diem Costs for Non-Federal Members for Other Activities	\$ _____	\$ _____
18B(1) Total Travel and Per Diem Non-Federal Member	\$ _____	\$ _____
VI. 18B(2) Travel and Per Diem Federal Members		
Travel Costs for Federal Members for Meetings	\$ _____	\$ _____
Per Diem Costs for Federal Members for Meetings	\$ _____	\$ _____
Travel Costs for Federal Members for Other Activities	\$ _____	\$ _____

	Actual	Projected
Per Diem Costs for Federal Members for Other Activities	\$ _____	\$ _____
18B(2) Total Travel and Per Diem Federal members	\$ _____	\$ _____
VII. 18B(3) Travel and Per Diem for Federal Staff		
Travel Costs for Meetings	\$ _____	\$ _____
Per Diem Costs for Meetings	\$ _____	\$ _____
Travel Costs for Other Activities	\$ _____	\$ _____
Per Diem Costs for Other Activities	\$ _____	\$ _____
18B(3) Total Travel and Per Diem for Federal Staff	\$ _____	\$ _____
VIII. 18B(4) Travel and Per Diem Non-Member Consultants		
Travel Costs for Non-Federal Non-Member Consultants for Meetings	\$ _____	\$ _____
Per Diem Costs for Non-Federal Non-Member Consultants for Meetings	\$ _____	\$ _____
Travel Costs for Federal Non-Member Consultants for Meetings	\$ _____	\$ _____
Per Diem Costs for Federal Non-Member Consultant for Meetings	\$ _____	\$ _____
Travel Costs for Non-Federal Non-Member Consultants for Other Activities	\$ _____	\$ _____
Per Diem Costs for Non-Federal Non-Member Consultants for Other Activities	\$ _____	\$ _____
Travel Costs for Federal Non-Member Consultants for Other Activities	\$ _____	\$ _____
Per Diem Costs for Federal Non-Member Consultants for Other Activities	\$ _____	\$ _____
18B(4) Total Travel and Per Diem Non-Member Consultants	\$ _____	\$ _____
IX. 18C Other Costs (Administrative Overhead)		
Printing (minutes, special publications, reports, etc)	\$ _____	\$ _____
Rental of Meeting Facilities	\$ _____	\$ _____
Supplies and Materials (stationery, special equipment)	\$ _____	\$ _____
Special Mailing Costs (Federal Express, Purolator)	\$ _____	\$ _____

	Actual	Projected
Court Reporting/Transcripts	\$ _____	\$ _____
Logistic Contract	\$ _____	\$ _____
Shredding Services	\$ _____	\$ _____
Cost of Teleconference/Video Calls	\$ _____	\$ _____
Other	\$ _____	\$ _____
18 C Total Other Committee Costs	\$ _____	\$ _____
19. Federal staff support years (using decimal to tenth, e.g., 0.0)	\$ _____	\$ _____