**Expense Worksheet**

Conference expenses are affected by a number of factors. Before you can even begin to justify conference expenses, you need to calculate what those expenses are. To do so, use the following worksheetto develop a cost estimate for attending the 2015 Annual Educational Conference.

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| **Expense** | **Tips and Information** | **Cost** |
| Conference Registration | Register by the Early-Bird Deadline for discounts! | $ |
| CLEAR Learning Registration | Optional, only if you are planning to attend one of the additional training programs.  | $ |
| Flight | Try a web travel service, like Kayak.com to get a quick estimate and affordable fares. | $ |
| Lodging | $169 per night + tax. Consider sharing a room with a colleague to save money.  | $ |
| Ground Transportation: Airport to Hotel and return | Super Shuttle provides transportation between Boston Logan airport and the hotel at $16 each way or $32 round trip. Estimated taxi fare is $25-35 one way.  | $ |
| Mileage Reimbursement | Driving to the conference? To the airport for your flight? Use Mapquest to calculate distances, then multiply miles by 56 cents/mile (for US agencies). | $ |
| Parking Reimbursement | At airport for flight departure, or at hotel where conference is located. Valet parking at the conference hotel is $48 per day. | $ |
| Food Per Diem | See [IRS guidelines](http://www.gsa.gov/portal/content/104877) for conference locale rates. Remember, your registration fee includes breaks and receptions so you’ll need fewer meals “on your own.” | $ |
| **subtotal** | $ |
| Total number of employees going |  |
| Multiply subtotal by total number of employees going = **total** | $ |