**Calculating Total Expenses**

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| **Expense** | **Guideline** | **Cost** |
| Conference Registration |  | $ |
| Pre & Post-Conference Class Registration, if applicable | usually optional | $ |
| Materials Fees (if any) | books? software? media? | $ |
| Flight | Check travel websites (kayak.com; priceline.com; orbitz.com) | $ |
| Lodging | Washington Hilton: $219/ night x \_\_\_\_\_ nights | $ |
| Transportation: Airport to Hotel to Airport | Taxi Estimates | $ |
| Mileage Reimbursement | Driving to the conference? To the airport for your flight? Use google maps to calculate distances, then multiply miles by 56.5 cents/mile (IRS standard for 2013) | $ |
| Parking Reimbursement | Check your local departure airport for rates.  Washington Hilton parking rates:  $36 per day - self  $46 per day - valet | $ |
| Food Per Diem | Check with your organization’s guidelines | $ |
| **subtotal** | | $ |
| **x** total number of employees going | |  |
| **= total** | | **$** |