**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** | **$** |