

Understanding Your Program Expenses

Program expenses are affected by a number of factors. Before you can even begin to justify expenses, you need to calculate what those expenses are. To do so, use the following *Expenses Worksheet* to develop a cost estimate for attending your selected program.

Expenses Worksheet

Expense	Guideline	Cost
Program Registration		\$
Materials Fees (if any)		\$
Flight	Try a Web travel service to get a quick estimate	\$
Lodging	Programs usually have special rates with the hotel	\$
Transportation: Airport to Hotel	If flying: taxi or car rental?	\$
Transportation: Hotel to Airport	If flying: taxi or car rental?	\$
Mileage Reimbursement	Driving to program or to the airport for your flight? Use Mapquest to calculate distances, then multiply miles by .565 cents/mile (IRS standard for 2013)	\$
Parking Reimbursement	At airport for flight departure, or at hotel where conference is located	\$
Food Per Diem	See IRS guidelines for conference locale rates. Remember, most include breakfast, lunch, & breaks	\$
Sub-total		\$
Total number of employees going		
= Total		\$