**Expense Worksheet**

Seminar expenses are affected by a number of factors. Before you can even begin to justify seminar 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 Licensing Seminar.

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| **Expense** | **Tips and Information** | **Cost** |
| Seminar Registration | Register by the Early Bird Deadline for discounts! | $ |
| Post-conference Training Registration | Optional, only if you are planning to attend the post-conference training course. | $ |
| 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 | GO Boston Shuttle is currently $17 one way and a taxi is approximately $26 one way. | $ |
| Mileage Reimbursement | Driving to the seminar? To the airport for your flight? Use Mapquest to calculate distances, then multiply miles by 56 cents/mile. | $ |
| Parking Reimbursement | At airport for flight departure, or at hotel where seminar is located. Valet at the seminar hotel is $48 per day. | $ |
| Food Per Diem | See [IRS guidelines](http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/FY07%20Per%20Diem%20Rates%20for%20Downloading_R27-t3-m_0Z5RDZ-i34K-pR.xls) for seminar locale rates. Remember, your registration fee includes breaks, Monday evening reception and Tuesday luncheon so you’ll need fewer meals “on your own.” | $ |
| **subtotal** | | $ |
| Total number of employees going | |  |
| Multiply subtotal by total number of employees going = **total** | | $ |