

SEMINAR EXPENSE WORKSHEET

The NARA Annual Licensing 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 *worksheet* to develop a cost estimate for attending the 2018 Seminar.

Expense	Tips and Information	Cost
Seminar Registration	<ul style="list-style-type: none"> Regular Member: \$525 Regular Non Member: \$683 Register by the Early Bird Deadline for discounts! (Date TBD) <ul style="list-style-type: none"> Early Bird Member: \$420 Early Bird Non Member: \$578 	\$
Flight	Try a web travel service, like Kayak.com to get a quick estimate and affordable fares.	\$
Lodging	Rooms start at \$199/night plus applicable taxes and fees. (Consider sharing a room with a colleague to save money.)	\$
Ground Transportation: Airport to hotel and return	NARA has arranged for discounted shuttle service with a local transportation company from Richmond, VA airport arrivals on 9/23/18 and departures on 9/26/18. Round trip is \$55 per person; one-way is \$27.50.	\$
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. Parking at Kingsmill is complimentary.	\$
Food Per Diem	See IRS guidelines 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		
Multiple subtotal by total number of employees going = Total		\$