

SEMINAR EXPENSE WORKSHEET

The NARA Annual Licensing Seminar expenses are affected by a number of factors. Before you can 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 2019 Seminar.

Expense	Tips and Information	Cost
Seminar Registration	<ul style="list-style-type: none"> Member: \$541 Non-Member: \$703 <p>Register by the Early Bird Deadline, July 31, for discounts!</p> <ul style="list-style-type: none"> Early Bird Member: \$433 Early Bird Non-Member: \$595 	\$
Flight	Try a web travel service, like Google.com/flights , to get a quick estimate and view affordable fares.	\$
Lodging	Rooms start at \$199/night, plus applicable taxes and fees. There are a limited number of rooms available at the government rate of \$148. Consider sharing a room with a colleague to save money.	\$
Ground Transportation: Airport to hotel and return	The New Orleans airport is 15 miles from the hotel. You will need to arrange your own transportation via Uber, Lyft, shuttle or taxi.	\$
Mileage Reimbursement	Driving to Seminar? Or to the airport for your flight? Calculate the distance, then multiply total miles by your state's mileage reimbursement rate.	\$
Parking Reimbursement	At airport for flight departure, or at hotel where Seminar is located. Parking at hotel is \$47.50/day.	\$
Food Per Diem	Reference your state's allowable food costs for work travel. 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	\$