

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 Annual Licensing Seminar.

| Expense | Tips and Information | Cost |
|---|--|--------|
| Seminar Registration | Please select the appropriate registration fee from the "Events" section of the NARA Website . | \$ |
| Flight | Try a web travel service, like Google.com/flights , to get a quick estimate and view affordable fares. | \$ |
| Lodging | Rooms start at \$139/night, plus applicable taxes and fees. There are a very limited number of rooms available at the government rate of \$96. Consider sharing a room with a colleague to save money. | \$ |
| Ground Transportation: Airport to hotel and return | The hotel provides a complimentary shuttle to/from the airport. | \$ N/A |
| 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. Parking at hotel is complimentary. | \$ |
| Food Per Diem | Reference your state's allowable food costs for work travel. Your registration fee includes a light, "grab & go" breakfast each day, morning & afternoon breaks, Monday evening reception and Tuesday luncheon so you'll need fewer meals "on your own." | \$ |
| Subtotal | | \$ |
| Total number of employees attending | | |
| Multiply subtotal by total number of employees attending = Total | | \$ |