

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 \$199/night, plus applicable taxes and fees. There are a limited number of rooms available at the government rate of \$107. Consider sharing a room with a colleague to save money.	\$
Ground Transportation: Airport to hotel and return	The hotel is 10 miles from the airport. Visit the hotel's website for details on ground transportation.	\$
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	\$