

Worksheet calculating the Costs to Attend the conference

After calculating the potential benefits for the conference, you can use this sheet to calculate the costs.

Expense	Guideline	Cost
Conference Registration www.nace.net/experience - Conference Pricing and FAQs select the pass that best fits what you want to attend at the conference email conference@nace.net if you need assistance with selecting the best pass	Register by the early bird date to get the best prices	\$
Flight	To Milwaukee Mitchell International Airport	\$
Lodging	\$199/night (plus taxes and fees) – single or double	\$
Transportation: Airport to Hotel	Taxis & shuttles available – share with others to reduce cost	\$
Transportation: Hotel to Airport	Taxis and shuttles available – share with others to reduce cost	\$
Mileage Reimbursement, if applicable	Driving to conference? To the airport for your flight?	\$
Parking Reimbursement, if applicable	At airport for flight departure, or at hotel where conference is located	\$
Additional Food Per Diem	Check out the meals included in your registration item and include them here:	\$0
Subtotal		\$
Total number of employees going		
= Total (multiply subtotal by # of employees attending)		\$