



Justification Toolkit: Expenses Worksheet

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Expense	Guideline
Conference Registration	Clean Currents 2022 Registration Rates
Pre & Post-Conference Class Registration	usually optional
Materials Fees (if any)	books? software? media?
Flight	try a Web travel service to get a quick estimate
Lodging	Go here for Official Clean Currents 2022 Hotel Options and NHA Negotiated Rates
Transportation: Airport to Hotel	if flying: taxi? car rental?
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Mileage Reimbursement	driving to conference? To the airport for your flight? Use online driving distance (Google Maps etc.) to calculate distances, then multiply miles by 56.5 cents/mile (IRS standard for 2013)
Parking Reimbursement	at airport for flight departure, or at hotel where conference is located
Food Per Diem	Lunch on October 19-20 is included with registration!
	Subtotal
	Number of employees attending
	Total

