

2023 LEIRA Training Conference Expense Worksheet

Conference expenses are affected by a number of factors. Before you can even begin to justify conference expenses, you need to calculate what those expenses are. To do so, use the following worksheet to develop a cost estimate for attending the *2023 LEIRA Training Conference*.

Expense	Tips and Information	Cost
Conference Registration	Early Bird pricing through May 31, 2023: <i>Member - \$400 / Non-Member \$450</i> Regular pricing starting June 1, 2023: <i>Member - \$450 / Non-Member \$500</i>	\$
Flight	Nearest airports are Bellingham International (BLI) and Vancouver International (YVR; Canada). Baggage fees may be separate.	\$
Lodging	\$199 per night + \$15 daily resort fee + tax	\$
Ground Transportation	There is no complimentary shuttle to/from the airport/hotel	\$
Mileage Reimbursement	Driving to the conference? To the airport for your flight? Use an online mapping tool to determine mileage. Current reimbursement rate is 65.5 cents/mile.	\$
Parking Reimbursement	At the airport for flight departure. Hotel parking is included in the room rate.	\$
Per Diem	Current per diem rate is \$59 per day. Remember, your registration fee includes breakfast T/W/R, lunch T/W, as well as evening receptions with light hors d'oeuvres T/W.	\$
Total		\$