**Conference Attendance Expense Estimate Worksheet**

When justifying the expense of attending a conference, it is important to understand what your anticipated expenses are and how they will be allocated. Use this worksheet to build your case to attend an AIAA forum/conference.

|  |  |  |
| --- | --- | --- |
| **Expense** | **Tips and Things to Consider** | **Estimated Cost** |
| Registration1 | Be aware of discounts for AIAA members and registering early. | $ |
| Educational sessions | Search for relevant courses and workshops. | $ |
| Tours and networking activities | Search for relevant networking opportunities and technical tours. | $ |
| Flight | Estimate by using online travel services such as Expedia. | $ |
| Hotel | Take advantage of the special AIAA room rate at the forum venue. | $ |
| Ground Transportation | Estimate travel for the airport to the forum hotel and back, by taxi, a shuttle, or car rental. | $ |
| Parking | Estimate daily parking rate at airport or forum hotel. | $ |
| Meals | Some meals are included with forum registration. Check the forum website “Register” page for more information. | $ |
| Mileage | Use an online mapping service to calculate distances and multiple miles by government reimbursement rate. | $ |
| **TOTAL** | **$** |

1 The forum registration fee includes access to all sessions for all conferences meeting as part of the forum including keynote address and panel discussions and technical paper presentations, technical papers in the online proceedings, live streamed and videotaped sessions, networking activities, and exhibition hall.