

**Visit the PRO Aquatics Conference webpage**

**for more information**

[**http://bit.ly/PROAquatics19**](http://bit.ly/PROAquatics19)

# Expense Worksheet

This worksheet will help you justify your expenses. Refer to the registration and hotel information and forms online or in the Conference brochure for details.

|  |  |  |
| --- | --- | --- |
| **Expense** | **Tips for Building the Case** | **Cost Estimate** |
| Conference Registration Fee | Be aware of member discounts and early bird rates. If you aren’t a PRO member, consider joining to save up to $500 annually. | $ |
| Extra fees (e.g. pre-conference sessions) | Most fees are covered in your registration, but if there is a pre-conference session, extra fees may apply. | $ |
| Hotel | Be sure you book using the PRO code for the best rate. Calculate the number of nights x Room Rate  *Note: consider shared accommodations to save $$* | $ |
| Meals | Note which meals are included in your package, and which ones you will have to buy on your own. | $ |
| Transportation | Use a mapping service to calculate travel distance and use your organization’s mileage reimbursement. Or, include costs for flights, parking, rental car, taxi, etc. | $ |
| Misc. reimbursable expenses | Check your organization’s policy for other types of expenses you can claim (e.g. tips, internet fees, etc.) | $ |
| **Total** |  | **$** |