



Sample Expense Worksheet

Expense	Tips For Building a Case	Cost Estimate
Conference Registration Fee	<p>Be aware of member discounts, and early bird discounts. You should also find out whether your local government has a membership in which you can be sent as the delegate.</p> <p>Consider becoming a member if you aren't already to get the best savings!</p>	\$
Hotel	<p>Delegates attending the conference receive special RM code if you stay at the Canad Inns Polo Park! Take advantage of reduced hotel fees.</p> <p>Indicate "Recreation Manitoba" when reserving, then use the Group Reservation Code 199582.</p> <p>Note: Consider sharing hotel accommodations with a colleague or friend to save money.</p>	\$
Meals	<p>Note that breakfast and lunch are provided during conference. Ensure you make note of which meals will be provided to you and which you will have to buy on your own.</p>	\$
Transportation	<p>Use a mapping service to calculate travel distance and use your organization's mileage reimbursement policy, or include costs for flights, parking, rental cars, etc.</p> <p>Note: Consider sharing a ride with a colleague or friend to save money.</p>	\$
Miscellaneous reimbursable expenses	<p>Check your organization's policies on what expenses you can claim. For example, internet fees at the hotel, tips, and any other miscellaneous items.</p>	\$
Total	The sum of all of your expenses here.	\$