

CONFERENCE BUDGET WORKSHEET

| | | |
|--|-----------------------|--|
| Dates: [enter conference dates] | | |
| | | |
| Item | Estimated cost | Notes |
| | | |
| Registration | | Discounted rates apply for KLA members, if registered before September 30, 2019. |
| | | |
| Airfare | | |
| Mileage | | |
| Other method of transport | | |
| | | |
| Taxis/shuttles from home | | |
| Taxis/shuttles to hotel | | |
| Taxi/shuttle to airport | | |
| Taxi/shuttle to home | | |
| | | |
| Hotel | | Number of nights: ___ Sharing a room? |
| | | |
| Breakfasts | | Number of days x cost allowed by your institution |
| Lunches | | Number of days x cost allowed by your institution |
| Dinners | | Number of days x cost allowed by your institution |
| | | |
| Other | | |
| | | |
| TOTAL ESTIMATED COST: | | |
| | | |