A number of factors affect the expense of attending a conference or exhibition. In order to justify visiting an event and the expenses you require for it, you first need to clearly outline what they will be.

The following ‘Expenses Worksheet’ provides a template for calculating the costs to be covered:

|  |  |  |
| --- | --- | --- |
| **Expense** | **Guideline** | **Cost (EGP)** |
| Exhibition Registration | FREE | 0 |
| Material Fees (if any) | Books? Software? Media? |  |
| Flight |  |  |
| Hotel |  |  |
| Transportation: Airport to Hotel | If flying: taxi? Car rental? |  |
| Transportation: Hotel to Airport | If flying: taxi? Car rental? |  |
| Mileage Reimbursement | Driving to the exhibition and conference? Driving to the airport for your flight? |  |
| Parking Reimbursement | At airport for flight departure, or at exhibition and conference venue |  |
| Food Per Day | Most hotel stays include breakfast |  |
| Other | Any miscellaneous costs |  |
| **Subtotal** | | EGP |
| Multiply subtotal by total number of employees going | |  |
| **= Total** | | EGP |