



## SWANApalooza 2019 Conference Attendance Expenses Worksheet

Expense	Guideline	Cost
Conference Registration	See <a href="#">SWANApalooza's Pricing Page</a> for rates. <i>Group rate is available until February 3, 2019. To receive the group rate, contact the Reservation's Center at 1.888.627.7054. To access the group block, give the group code 'SB21AF' and give the hotel name Sheraton Boston Hotel.</i>	\$
Training/Certification	<a href="#">CEU FasTrack</a> : Earn up to 30 CEUs—all at one time in one place. <a href="#">SWANA Training Center</a> : Includes course instruction and materials, continental breakfast and lunch on instruction days, Tradeshow access, Welcome Reception and proceedings.	\$
Flight	Ask your company travel agent, if you have one.	\$
Lodging	This year there is one hotel which is the <a href="#">Sheraton Boston Hotel</a> . We have rates available 2/21–3/5/19 from \$189–\$309 per night.	\$
Ground Transportation	See the <a href="#">Sheraton Boston Hotel Maps and Transportation page</a> for driving directions and airport information.	\$
Mileage Reimbursement	Driving: Use <a href="#">Google Maps</a> to calculate distance, then multiply the total miles by 0.535 (IRS standard mileage rate for 2018).	\$
Food Per Diem	See <a href="#">GSA Guidelines for meals and incidental expenses</a> .	\$
	<b>Subtotal</b>	\$
	× Total number of employees attending SWANApalooza 2019	
	<b>= Total</b>	\$