

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