

**APPENDIX A**  
**Calculate your proposed expenses**

Use this worksheet to calculate your out-of-pocket expenses. Copy the totals for these three categories to the online application.

	<b>\$ Total</b>
<b>Registration:</b> Include total for conference registration only. Pre-conference, post-conference, author luncheons, tours, banquets, etc. are not allowable expenses. If current registration information is not available, estimate your registration amount based on last year's conference.	
<b>Lodging:</b> Include lodging cost + taxes and fees. Telephone charges, Internet access, room service, overnight parking, tips/gratuities, etc. are not allowable expenses.	
<b>Travel:</b> Round trip miles in personal car @ \$.33/mile Include mileage to and from the conference only.	
<b>OR</b> Airfare or Train fare:	
<b>Grand Total</b>	

**NOTE:** Total reimbursement will be based upon actual receipts and will not exceed the maximum award of \$750.

**No receipt = No claim = No exceptions**