



## Expenses Chart

The following worksheet will help you calculate the costs to attend the conference so you can include those expenses in your justification letter. Please use Miscellaneous for any other expenses required.

Expense	Notes	Cost
<b>Conference Registration</b>	See <a href="#">Registration Webpage</a>	\$
<b>Roundtrip Airfare</b>	Search online for estimate. Conference Airport: <b>Fort Smith Regional Airport (FSM)</b> <b>Northwest Arkansas National Airport (XNA – 83 miles)</b> <b>Tulsa International Airport (TUL – 113 miles)</b>	\$
<b>Hotel</b>	Conference Hotel is <b>Wyndham Fort Smith City Center</b> . Room rate is \$119.00/night (+ tax). Rate honored through July 20 - July 28. Must reserve by June 25 with Group Code: 072223HAA Group Code ensures locked-in room rate, free in-room WiFi and parking. You can use the following link:  <a href="https://www.wyndhamhotels.com/wyndham/fort-smith-arkansas/wyndham-fort-smith-city-center/rooms-rates?&amp;checkInDate=07/20/2023&amp;checkOutDate=07/29/2023&amp;groupCode=072223HAA">https://www.wyndhamhotels.com/wyndham/fort-smith-arkansas/wyndham-fort-smith-city-center/rooms-rates?&amp;checkInDate=07/20/2023&amp;checkOutDate=07/29/2023&amp;groupCode=072223HAA</a>	\$
<b>Transportation: Airport/Hotel</b>	Attendees must provide transportation To/From Airport and To/From Hotel; shuttles not provided.	\$
<b>Transportation: Hotel to Conference</b>	Transportation To/From conference and hotel is not provided. Shuttles available for Wednesday manufacturing tours only. Car rentals and carpooling are encouraged. PEAK is 8.7 miles from Wyndham.	\$
<b>Mileage</b>	Driving personal vehicle to the airport or to the conference? Use online driving distance (e.g. Google Maps) to calculate distances. Multiply miles by \$0.655 per mile. <a href="#">See IRS reimbursement rate for 2023.</a>	\$
<b>Parking</b>	If flying: Overnight parking at local airport? If driving, at hotel? Note: Conference Hotel does not charge guests for parking <u>during</u> their stay.	\$
<b>Food Per Diem</b>	Breakfast is provided to attendees Tuesday-Thursday, lunch is provided to attendees Tuesday through Thursday. Dinner is provided to attendees on Tuesday only. Cost of all other meals should be considered.	\$
<b>Miscellaneous</b>	Other expenses not listed?	\$
	<b>Total</b>	<b>\$</b>