**ABX COST/BENEFIT WORKSHEET**

**COSTS**

|  |  |
| --- | --- |
|  | **COST** |
| **REGISTRATION FEES** <http://bit.ly/2NVgUjS>  | $ |
| **FLIGHT**ABX offers discounts through a variety of airlines. <https://www.abexpo.com/en/travel>  | $ |
| **HOTEL ACCOMMODATIONS**ABX offers discounted hotel rooms. <https://www.abexpo.com/en/travel>  | $ |
| **TRANSPORTATION: AIRPORT TO HOTEL** | $ |
| **TRANSPORTATION: HOTEL TO AIRPORT** | $ |
| **MILEAGE REIMBURSEMENT** | $ |
| **PARKING REIMBURSEMENT** | $ |
| **FOOD PER DIEM** [Suggestions below]: Breakfast = $9-$12; Lunch = $13-$18; Dinner = $29-$36; Snacks/Coffee = $5 | $ |
| **TOTAL COST ASSOCIATED** | $ |

**BENEFITS**

|  |  |  |
| --- | --- | --- |
|  | **Key Takeaway Desired** | **Estimated Value and/or** **Contribution to the Company** |
| Workshop 1: |  |  |
| Workshop 2: |  |  |
| Workshop 3: |  |  |
| Workshop 4: |  |  |
| Workshop 5: |  |  |
| Workshop 6: |  |  |
|  |  |  |
| Expo  |  |  |
| Expo |  |  |
|  |  |  |
| Features |  |  |
| Other |  |  |