**2025 LEIRA Training Conference**

**Expense Worksheet**

Conference expenses are affected by a number of factors. Before you can even begin to justify conference expenses, you need to calculate what those expenses are. To do so, use the following worksheetto develop a cost estimate for attending the *2025 LEIRA Training Conference*.

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| **Expense** | **Tips and Information** | **Cost** |
| Conference Registration | Early Bird pricing through July 3, 2025:  *Member - $400 / Non-Member $450*  Regular pricing starting July 4, 2025:  *Member - $450 / Non-Member $500* | $ |
| Flight | Nearest airports are Walla Walla (ALW) and Pasco (PSC). Baggage fees may be separate. | $ |
| Lodging | $169 per night + tax (Marcus Whitman)  $107 per night + tax (Courtyard) | $ |
| Ground Transportation | There is no complimentary shuttle to/from the airport/hotel | $ |
| Mileage Reimbursement | Driving to the conference? To the airport for your flight? Use an online mapping tool to determine mileage. Current reimbursement rate is 70 cents/mile. | $ |
| Parking Reimbursement | At the airport for flight departure. Hotel parking is included in the room rate. | $ |
| Per Diem | Current per diem rate is $68 per day. Remember, your registration fee includes breakfast T/W/R, lunch T/W, as well as evening receptions with light hor d'oeuvres T/W. | $ |
| **Total** | | $ |