

# TAPPI COST/BENEFIT WORKSHEET



## **COSTS**

	<b>COST</b>
<b>REGISTRATION FEES</b>	\$
<b>FLIGHT</b>	\$
<b>HOTEL ACCOMMODATIONS</b> TAPPI offers discounted hotel rooms.	\$
<b>TRANSPORTATION: AIRPORT TO HOTEL</b>	\$
<b>TRANSPORTATION: HOTEL TO AIRPORT</b>	\$
<b>MILEAGE REIMBURSEMENT</b>	\$
<b>PARKING REIMBURSEMENT</b>	\$
<b>FOOD PER DIEM</b> [Suggestions below]: Breakfast = \$9-\$12; Lunch = \$13-\$18; Dinner = \$29-\$36; Snacks/Coffee = \$5	\$
<b>TOTAL COST ASSOCIATED</b>	\$

## **BENEFITS**

	<b>Key Takeaway Desired</b>	<b>Estimated Value and/or Contribution to the Company</b>
Session 1:		
Session 2:		
Session 3:		
Session 4:		
Session 5:		
Session 6:		
Expo		
Expo		
Show floor education		
Other		