**Expense Worksheet.** For additional pricing information visit [ashrae.org/austin](https://www.ashrae.org/conferences/2020-annual-conference-austin-texas)

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| --- | --- | --- |
| **Expense** | **Tips and Information** | **Cost** |
| **Conference Registration before 5/3**-------------------**Conference Registration between 5/4 and 7/14** | * $685, member/$915 non-member
* $660, first-time member attendee/$890, first-time non-member attendee

--------------------------------------------------------* $710, member/$940, non-member
* $685, first-time member attendee/$915, first-time non-member attendee
 | $ |
| ALI Course Registration | Optional, only if you are planning to attend one of the additional training programs.  | $ |
| Social Events | Optional events such as Members Night Out, President’s Lunch, Women in ASHRAE Breakfast and Welcome Party | $ |
|  Tours | Optional, technical and general tours available | $ |
| Lodging |  The Hilton Orlando is the host hotel. Rates are $249 + tax per night.   | $ |
| Mileage Reimbursement | Driving to the conference? [Calculate the distance](https://www.google.com/maps?q=omni+hotel+cnn+center&rlz=1C1GGRV_en&um=1&ie=UTF-8&sa=X&ved=0ahUKEwiKhK3Wx_7cAhVEzFMKHTqpCv4Q_AUICigB), and multiply miles by 56 cents/mile (for US agencies). | $ |
| Parking Reimbursement | At airport for flight departure, or at hotel where conference is located.  | $ |
| Food Per Diem | See [IRS guidelines](http://www.gsa.gov/portal/content/104877) for conference locale rates. | $ |
| **subtotal** | $ |
| Total number of employees going |  |
| Multiply subtotal by total number of employees going = **total** | $ |