**IRE COST/BENEFIT WORKSHEET**

**COSTS**

|  |  |
| --- | --- |
|  | **COST** |
| **REGISTRATION FEES** | $ |
| **FLIGHT**  IRE offers discounts through a variety of airlines. [http://www.onpeak.com/IRE/](https://protect-us.mimecast.com/s/8JQwBdf5g5z1sA) | $ |
| **HOTEL ACCOMMODATIONS**  IRE offers discounted hotel rooms. [http://www.onpeak.com/IRE/](https://protect-us.mimecast.com/s/8JQwBdf5g5z1sA) | $ |
| **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** |
| Session 1: |  |  |
| Session 2: |  |  |
| Session 3: |  |  |
| Session 4: |  |  |
| Session 5: |  |  |
| Session 6: |  |  |
|  |  |  |
| Expo |  |  |
| Expo |  |  |
|  |  |  |
| Show floor education |  |  |
| Other |  |  |