# Expense calculator

A number of factors affect the expense of attending an exhibition. In order to justify visiting an event and the expenses you require for it; you first need to clearly outline what they will be.

The following ‘Expenses Worksheet’ provides a template for calculating the costs to be covered:

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| **Expense** | **Guideline** | **Cost (AED)** |
| Exhibition Registration | FREE (before 3th March) | 0 |
| Material Fees (if any) | Books? Software? Media? | 0 |
| Flight | Discount flights with Emirates: bit.ly/38R9pBP |  |
| Hotel | Reduced hotel rates: bit.ly/36CtiuT |  |
| Transportation: Airport to Hotel | If flying: taxi? Car rental? |  |
| Transportation: Hotel to Airport | If flying: taxi? Car rental? |  |
| Mileage Reimbursement | Driving to the exhibition and conference? Driving to the airport for your flight? |  |
| Parking Reimbursement | At airport for flight departure, or at exhibition and conference venue |  |
| Food Per Day | Most hotel stays include breakfast |  |
| Other | Any miscellaneous costs |  |
| **Subtotal** | AED |  |
| Multiply subtotal by total number of employees going | |  |
| **= Total** | | AED |