

LEADING TOGETHER

ANNUAL CONFERENCE
DALLAS, TX | APRIL 23 – 26, 2017

EXPENSE WORKSHEET

Show the value of attending the 2017 Annual Conference to your supervisor by understanding your expenses and sharing the variety of benefits.

Review the Registration Information to ensure you are taking advantage of the best rates available. You will find that these prices reflect a very cost effective “bang for the buck.”

EXPENSE	COST	GUIDELINES
Conference Registration	\$	Full-conference (best value); single-day registration available. Early bird pricing extended to council members through January 31, 2017; group discounts also available.
Pre-Conference Session	\$	Optional (additional fee)
Flight	\$	Try an online travel site to get a quick estimate. Dallas is recognized as one of the most affordable cities to fly to in the U.S.
Hotel	\$	Discount pricing for the Hilton Anatole is guaranteed through March 26, 2017. <i>Single/Double occupancy: \$249/night • Triple occupancy: \$269/night</i> <i>Quad occupancy: \$289/night • Taxes and fees not included.</i>
Transportation	\$	Be sure to calculate taxi, shuttle, rental care, etc. to and from the airport and hotel.
Mileage Reimbursement	\$	Use an online mapping tool to calculate distances, then multiply miles by the GSA per diem rate for 2017.
Parking Reimbursement	\$	Hilton Anatole self-parking rate is \$20 plus tax per vehicle, per night.
Food Per Diem	\$	Conference registration includes the majority of your food and beverage needs. Check the full schedule to determine which meals are provided.
Estimated Total	\$	

WAYS TO SAVE

While attending the 2017 Annual Conference is an investment in your professional development, your team, and your organization's mission, we recognize budgets are limited. Here are some ways you can save:

Be an early bird. Council members save an additional \$180 off already discounted member pricing if they register before January 31, 2017.

Get colleagues to attend with you. Member organizations who register three staff and/or board members, receive 10 percent off each subsequent individual registration for a member of their team.

Book your hotel early. Reserve your room in the hotel room block to guarantee a space and a great rate. You can also offer to share a room to reduce hotel expenses.

