WRISE 2019 Leadership Forum

Attendee Toolkit

Our Attendee toolkit has everything you need to make attending the WRISE Leadership Forum easy. Use this expense worksheet to calculate your estimated costs for attending the Forum. Pair it with the justification letter to help you make a clear, compelling case on attending the WRISE Leadership Forum to your boss.  **Expense Sheet**

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Estimated Travel Expenses

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| --- | --- | --- |
| **Expense** | **Details** | **Cost** |
| Registration | Prices vary: $400-$610 |  |
| Lodging | Special rates have been reserved for conference attendees until January 28, 2019: $229 per night + tax |  |
| Airfare |  |  |
| Ground Transportation | WRISE is offering carpooling options. Tickets from the airport to the conference location are $9 each way |  |
| Mileage Reimbursement |  |  |
| Parking | Hotel parking is available for $48/day |  |
| Meals | Breakfast, lunch, and heavy hors d’oeuvres are provided Wednesday, February 20 |  |