**Cost Analysis Worksheet**

**Event:** CDHA National Conference

**Event Dates:** October 17 to 19, 2024

**Location:** Niagara Falls, Ontario, Canada

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| **Cost Analysis** | |
| **Expense** | **Cost** |
| Registration fee | Regular fee **[insert fee] + [insert tax]**  Early bird **[insert fee] + [insert tax]** |
| Hotel **[insert name]** | **[insert room rate] x [# of nights] + [insert tax]** |
| Airfare **[insert airline]** | Round trip **[insert estimated airfare];** is tax included? |
| Ground transport to/from hotel **[Uber, Lyft, cab, etc.]** | Round trip **[insert estimated fare];** is tax included? |
| Meals | Included in registration fee during the conference |
| Other | May include mileage to/from airport, other transportation costs including parking, other meals required **[insert fees as required];** is tax included? |
|  | |
| Total |  |