**[ TAPPI Training Event or Course Title ]**

**[ Dates of the training event. ]  
TAPPI Course Cost/Benefit Analysis Worksheet**

**Expenses**

|  |  |
| --- | --- |
|  | **Expenses** |
| **Registration Fees**   * Review the registration rates found at the training course website. | **$** |
| **Flight** | **$** |
| **Hotel Accommodations**   * Hotels near the training venue are posted on the course website to call for rates. | **$** |
| **Transportation: To and From Airport** | **$** |
| **Other Ground Transportation (Bus, Train, etc.)** | **$** |
| **Mileage Reimbursement** | **$** |
| **Parking Reimbursement** | **$** |
| **Food Per Diem** (Breakfast: $9-$12; Lunch $13-18; Dinner = $29-$36; Snacks/Coffee = $5) *Many TAPPI courses offer light breakfast, snacks or receptions.* | **$** |
| **Total Cost Associated with Attending the Course** | **$** |

**Benefit Analysis**

|  |  |  |
| --- | --- | --- |
| **Learning Outcomes** | **Change from Applying Learning Outcomes** | **Est. Value to the Company** |
| * Learning outcomes are posted on the course website. |  | **$** |
| * Learning outcome 2 |  | **$** |
| * Learning outcome 3, etc. |  | **$** |
| **Total Benefit Value or Savings Associated with Attending the Course** | | **$** |