

[ TAPPI Training Event or Course Title ]

[ Dates of the training event. ]

## TAPPI Course Cost/Benefit Analysis Worksheet

### Expenses

	Expenses
<b>Registration Fees</b> <ul style="list-style-type: none"> <li>Review the registration rates found at the training course website.</li> </ul>	\$
<b>Flight</b>	\$
<b>Hotel Accommodations</b> <ul style="list-style-type: none"> <li>Hotels near the training venue are posted on the course website to call for rates.</li> </ul>	\$
<b>Transportation: To and From Airport</b>	\$
<b>Other Ground Transportation (Bus, Train, etc.)</b>	\$
<b>Mileage Reimbursement</b>	\$
<b>Parking Reimbursement</b>	\$
<b>Food Per Diem</b> (Breakfast: \$9-\$12; Lunch \$13-18; Dinner = \$29-\$36; Snacks/Coffee = \$5) <i>Many TAPPI courses offer light breakfast, snacks or receptions.</i>	\$
<b>Total Cost Associated with Attending the Course</b>	\$

### Benefit Analysis

Learning Outcomes	Change from Applying Learning Outcomes	Est. Value to the Company
<ul style="list-style-type: none"> <li>Learning outcomes are posted on the course website.</li> </ul>		\$
<ul style="list-style-type: none"> <li>Learning outcome 2</li> </ul>		\$
<ul style="list-style-type: none"> <li>Learning outcome 3, etc.</li> </ul>		\$
<b>Total Benefit Value or Savings Associated with Attending the Course</b>		\$