

**TAPPI Course Cost/Benefit Analysis Worksheet**

 **Expenses**

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| --- | --- |
|  | **Expenses** |
| **Registration Fees**<http://www.tappi.org/tissue-converting/#RegistrationInformation-tab>  | **$** |
| **Flight** | **$** |
| **Hotel Accommodations**<http://www.tappi.org/tissue-converting/#HotelTravel-tab>  | **$** |
| **Transportation: To and From Airport** | **$** |
| **Other Ground Transportation (Bus, Train, etc.)** | **$** |
| **Mileage Reimbursement** | **$** |
| **Parking Reimbursement** | **$** |
| **Food Per Diem** [Suggestions below][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** | **Potential Change from Applying Learning Outcomes** | **Estimated Value to the Company** |
| Basic understanding of each major roll converting sub process |  | **$** |
| Basic understanding of raw material (tissue reel) properties |  | **$** |
| How sheet variability impacts each converting sub process |  | **$** |
| Impact of each converting sub process on the final product |  | **$** |
| Awareness of the safety hazards present in typical converting lines |  | **$** |
| **Total Benefit Value or Savings Associated with Attending the Course** | **$** |