Explanations provided below. Transaction images provided on the second page.

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| --- | --- |
| Travel Budget for Stephanie Cason | Amount |
|  |  |
| Registration Fee | $180.00 |
| Hotel Fee | $317.15 |
| Transportation Fee | $273.96 |
| Food per diem | $136.00 |
|  |  |
| **Total Expenses** | **$907.11** |

I am only requesting reimbursement for the usual time frame line day prior to the conference beginning and the following day. This travel budget is for my dissertation presentation at the American Association of Behavioral and Social Sciences (AABSS) conference in Las Vegas, Nevada. AABSS conference has a required registration fee of $**180.00** for non-professors. While I am currently pursuing my Educational Psychology Doctorate, I am also working full time as an 8th grade educator teaching pre-algebra. Given this, I thought it would be beneficial for me not to miss as many school days possible. So I purchased my ticket in October (5 months in advance in order to receive the lowest price airline ticket) for Friday February 21st that would arrive at 10:00 p.m. that night. I then selected the return flight for the Tuesday February 25th night time after the conference would be completed; instead of staying another night and returning on the following Wednesday which I would miss another instruction day. The 5-month advancement of airline ticket allowed me to purchase the lowest ticket price available on any airline at **$273.96.** This leads me to the hotel fee explanation which I also purchased 5 months in advance; Friday and Saturday night are $109.00 each while the remaining days are $69.00 plus a required non-negotiable $30.00 fee each day for a total of $535.15. Again, I am only requesting for reimbursement for the day prior to the following day which would total up to **$317.15**. After many discussions with professors and travel reimbursement experts, I understand that it is the norm for travel lodging to be reimbursed including the day before the conference till the day after the conference. Given my education profession and the fact that this will be on my 40th birthday (February 25th ) I was hoping that all of my expenses could be covered. The food per diem is based upon Sunday through Wednesday at $34.00 per day, giving me a total of **$136.00**. Thank you so much for everything that you do to ensure my first flight to Las Vegas and my 40th birthday is memorable.

