**DETERMINE YOUR EXPENSES**

Course expenses are influenced by a number of factors. Before you can begin to justify your expenses, you need to calculate what those expenses will be. Use the following *Expense Worksheet* to develop a cost estimate for attending ASHRM Express 2024.

**EXPENSE WORKSHEET**

|  |  |  |
| --- | --- | --- |
| Expense | Guideline | Cost |
| Registration | Register by June 21 for Early Bird savings. | $ |
| Travel | Flight and ground transportation. | $ |
| Hotel | Reserve your room in the event hotel room block by July 15. | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **Total** | | $ |

**UNDERSTANDING THE BENEFITS**

It's important to show your supervisor why your attendance will benefit not just you, but your entire team. Emphasize that you will learn new skills, strategies, and innovative approaches. Identify specific programs you’re planning to take that have relevance to your organization’s work. Highlight speakers and other potential partners in attendance who can help advance your organization’s objectives.

When you propose an educational expense for approval, demonstrate how your attendance can bring value back to your team and boost efforts to accomplish your organization’s goals. Clearly articulate the connection between your organization’s goals and needs and the program. To support this process, use the following Benefits Worksheet to help you focus on the benefits.

**BENEFITS WORKSHEET**

|  |  |
| --- | --- |
| Your Organization’s Benefits | Specific needs and the program and training that meet the need. |
| Current Goals/Strategies | 1.  2.  3. |
| Future Goals/Strategies Exploration | 1.  2.  3. |
| Current Processes | 1.  2.  3. |
| Future Processes Exploration | 1.  2.  3. |
| Teambuilding (if sending a big part of your group) | 1. ASHRM Express will help advance our team. Team members will learn new skills, discover best practices, and navigate real-life scenarios to thrive on the job. |
| Networking Benefits | 1. This event will allow me to network with other health care risk professionals and ask questions. I will learn about the latest tools, resources, and methods, and hear new ideas and best practices. |