

BUDGET WORKSHEET

IIMC has created for your use two worksheets to assist you in your conference budgeting process. **These forms are for your planning purposes only; they are not registration forms.** You may download an Excel version that will complete the calculations for you [HERE](#). (When you open the link: File → Save As → Download A Copy.)

A. Registration Fee Worksheet (First tab of Excel file)

- a. Select your registration category. A full conference delegate registration package includes admission to the opening reception, opening ceremony, grab and go breakfast, concurrent education sessions/workshops, exhibit hall, general sessions, two lunches, all-conference event (with dinner), morning annual business meeting (with breakfast), annual banquet (with dinner). Conference registration categories include:
 - IIMC Member/Associate
 - IIMC Region 10 (Canada)
 - IIMC Region 11 (Outside North American Countries)
 - IIMC Retired Member
 - Non-Member
- b. If you are bringing a guest that will participate in conference activities, add a guest fee. The guest package includes admission to the opening reception, opening ceremony, grab and go breakfast, exhibit hall, general sessions, two lunches, all-conference event (with dinner), morning annual business meeting (with breakfast), annual banquet (with dinner). **An IIMC member may not register as a guest of another IIMC member, they must register separately in the appropriate registration category.**
- c. If you qualify for a First-Timer's discount, Region 8 East/West discount, or both, apply the appropriate credit(s). *From the sample form: The attendee is an IIMC member, registering in January 2026, so she qualifies for Early Bird fees (before 3/14/2026). She is a first-time conference attendee (-\$50) and a Region 8 East/West member (-\$50) and eligible for both credits. This attendee's base registration fee is \$650.*
- d. Select Athenian Dialogues and Academies if you think you might be interested in these activities. **Adding these costs are for budgeting purposes only and do not guarantee you a seat.** This is not a registration form. *From the sample form: The attendee plans to participate in Saturday's Athenian Dialogue (\$110) and Sunday morning's Academy (\$159).*
- e. Your total registration cost will calculate automatically.

B. Conference Budget Worksheet (Second tab of Excel file)

- a. Complete the top boxes with your Name, Travel Dates, and estimated Total Airfare Costs. *From the sample form: The attendee estimates her roundtrip airfare to be approximately \$318.*
- b. Your Total Conference Registration Fee will automatically populate from the Registration Fee Worksheet.
- c. Your estimated Total Airfare Costs will automatically populate from the top box.
- d. Enter projected costs for each day.
 - i. Friday, May 15, 2026 might be a travel day for you if you are checking in early for the optional pre-conference (Athenian Dialogues or Academies).
 - ii. Saturday, May 16, 2026, might be a travel day for you if you are participating in the regular conference only.

- e. **Ground Transportation:** Include estimated costs in this column for each day. Common costs include airport transfers, parking fees, taxis, and rideshares. *From the sample form: The attendee plans to drive to her home airport and park her car there for \$12/day. In Reno, she will take the free shuttle that runs between The Peppermill Hotel and Reno airport.*
- f. **Standard Lodging:** Standard hotel costs are estimated at \$171.50/night for single or double occupancy. Guest room taxes are subject to change. **The host hotel will charge a one-night (including tax) non-refundable cancellation penalty for any hotel reservations that are booked and canceled regardless of when the cancellation occurs.**
- g. **Per Diem:** The rates listed in this worksheet are the approved 2026 U.S. General Services Administration ([Per diem rates | GSA](#)) rates. Your municipality/office may use a different per diem schedule. *From the sample form: The attendee scheduled her Friday, May 15 flight to depart in the afternoon, so she is entitled to lunch, dinner, and incidental per diem on that day. She scheduled her Friday, May 22 flight in the morning and will arrive home in the late morning, so she is entitled to only breakfast and incidental per diem on that day.*
- i. Meals included with your registration fee:
- Monday, May 18, 2026: Breakfast and Lunch
 - Tuesday, May 19, 2026: Lunch and Dinner
 - Wednesday, May 20, 2026: Breakfast and Dinner
- h. **Miles (personal vehicle):** If you plan on using your personal vehicle, you may use this column to estimate the number of miles you think you might drive. *From the sample form: The distance between the attendee's home and her home airport is 15 miles. On her departure day, she will drive from her home to the home airport, and on her return day, she will drive from the home airport to her home. Additional note: If an attendee is planning to drive their personal vehicle, the mileage for that car trip may be included in this column.*
- i. **Mileage Reimbursement:** The rate listed in this worksheet is the projected 2026 IRS rate. If you are using the hard copy of the worksheet, multiply the number of miles by \$0.70 for the U.S. dollar total. If you are using the Excel version, the amount will calculate automatically.
- j. **Misc.:** The worksheet includes a column for miscellaneous costs.
- k. **Total:** Your totals will calculate automatically.
- l. **TOTAL Conference Cost:** This is the total estimated cost for you to attend the conference.

Additional resources are available on the IIMC 2026 Conference Housing, Planning and Logistics page: <https://www.iimc.com/494/Housing-Planning-and-Logistics>.