

ADA Scientific Sessions Justification Expense Form

Expense	Explanation	Cost
Registration fee (in-person and on-demand options available)	Both meeting registration types include access to on-demand content through Monday, August 25.	\$
Airfare	Include arrival and departure date.	\$
Hotel/lodging (please refer to hotel information on conference website)	Include number of nights, room rates, and taxes.	\$
Transportation fees (please refer to travel and transportation information on conference website)	Include an estimate for taxi/Uber/Lyft/car rental/airport shuttle.	\$
Mileage/parking reimbursement (please refer to travel and transportation information on conference website)	Driving to the conference and hotel/conference center parking.	\$
Food per diem	Refer to your company's policy on food per diem.	\$
	Total	\$