

PDS Lodging Worksheet (2022-23)

Evidence of the actual lodging expense(s) should be submitted separate from this Worksheet under the “Lodging documentation upload.” Your lodging documentation upload should clearly show the cost, all taxes associated (if available), and the total number of nights stayed. If only a+b (below) can be provided without a breakdown, skip a and b. Or if the lodging host is unable to provide a final breakdown and only line f, you may skip all items and enter the value in line f.

The PDF is now fillable electronically, so you may enter in the values using a PDF reader, if desired.

Line	Cost Type	Amount
a	Cost of room per night	
b	Tax per night	
a+b	Total cost per night (breakdown of a and b above not required if you only know the total for this line)	
c	Number of nights*	
d	Total cost // d = (a+b)*c	
e	Number of total occupants (including yourself)	
f	Actual cost for PDS application (f = d/e)	

This **final number** (line f.) is what you will enter into the Lodging box in the online PDS application.

*PDS is eligible to fund up to 1-night before and 1-night after the dates of the conference unless the student can provide clear justification for extra stays in the application narrative.

Example:

- a. Hotel room cost \$250/night
- b. Tax cost \$40/night
- c. You are staying 3 nights
- d. Total Cost = (250+40)(3) = \$870
- e. Total occupants (including yourself) = 3 (so you are sharing** with 2 others)
- f. **Final number** = (\$870)/3 = **\$290** for PDS application

**If you are sharing lodging, your name should be included within the uploaded documentation. If you are only providing an estimate, this is not required, but when you are obtaining the final receipt at check-out, please make sure to have the receipt with your name listed (if possible) for your own records.

OTHER NOTES

If you have any costs in foreign currency, convert to USD and enter the information into the relevant lines above.

If you have several separate lodging locations, you may upload multiple copies of this form as one lodging documentation and sum up line f from each form for the total you will enter in the lodging cost box in the online PDS application.

Questions? Please contact LGS.profdev@emory.edu.