



PDS Lodging Worksheet Form

Please remember to submit documentation of your lodging IN ADDITION to this form.

The PDF is now fillable electronically, so you may fill it in electronically, if desired.

a. Cost of room per night = _____

b. Tax per night = _____

c. Number of nights = _____

*PDS will reimburse only up to 1-night after the last day of the conference unless student provides justification for extra stays in the application narrative

d. Total Cost ((Cost of room per night + tax)) x number of nights) = _____

Formula

$$d = (a+b)*(c)$$

e. Number of total occupants (including yourself) = _____

f. **Total Cost Divided By Number of Occupants** = _____

Formula

$$f = d/e$$

The **final number** (line f.) is what you will place in the lodging cost line for your PDS submission.

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 submission

****If you are sharing lodging, your name must be included with the uploaded documentation. If you are only providing an estimate, this is not required, but when you are submitting a receipt please make sure to have the receipt with your name listed.**

Please contact LGS.profdev@emory.edu if you have any questions.