



Community Care Facilities

Licensing Officers of BC

Symposium Expense Worksheet

CCFLOBC Licensing Symposium expenses are affected by a number of factors. Before you begin to justify symposium expenses, calculate the expenses. To do so, use the following *worksheet* to develop a **cost estimate** for attending the 2023 Symposium.

Expense	Tips and Information	Cost
Symposium Registration	Early Bird (before August 1, 2023) Early Bird, CCFLOBC Member \$225.00 Early Bird, Non-Member \$250.00	\$
	Regular Registration (after August 1, 2023) CCFLOBC Member \$250.00 Non-member \$275.00	\$
Flight*	Consider getting an estimate a web travel or airline service, to get a quick estimate and affordable fares.*Consider applying for CCFLOBC Travel Bursary	\$
Accommodation	Rooms start at \$189 (Queen) or \$209 (2 Double)/night plus applicable taxes and fees. *Consider sharing a room with a colleague.	\$
Ground Transportation: Airport to hotel and return	Consider travel options from the airport such as the Canada Line or Sky Train.	\$
Mileage Reimbursement*	Use Google to calculate distances and then multiply kilometers by your health authority guideline mileage rates. *Consider applying for CCFLOBC Travel Bursary	\$
Parking Reimbursement	Consider: airport, ferry or hotel parking (Parking at Inn at the Quay is \$11. (+tax) per day).	\$
Food Per Diem	Review your health authority guidelines for training/travel rates. Registration fee includes: Friday break, Friday lunch and Saturday breakfast so you'll need fewer meals "on your own."	\$
Subtotal		\$
Subtotal if approved for CCFLOBC Travel Bursary		\$
Total		\$