

MARCH

20th-24th

2024

ATLANTA, GA



50th ANNUAL
CONVENTION

NATIONAL SOCIETY OF BLACK ENGINEERS

CONFERENCE EXPENSE REPORT

WHAT'S IN IT FOR YOUR COMPANY?

Use the tables below to figure out how much you'll spend to attend the 2024 Conference in person and how to explain the benefit(s) to your employer.

| EXPENSE | COST |
|--|-----------|
| Convention registration | \$ |
| Ticketed events (Certification, Tours) | \$ |
| Flight | \$ |
| Lodging | \$ |
| Transportation (airport to hotel) | \$ |
| Transportation (hotel to airport) | \$ |
| Mileage reimbursement (if driving to conference) | \$ |
| Parking reimbursement (at airport or hotel) | \$ |
| Food per diem | \$ |
| Total Expense | \$ |

Let's look more closely at the [benefits of attending the 2024 Conference](#) in person.



BENEFITS OF ATTENDING THE 2024 CONFERENCE

Help your supervisor understand that your attendance will benefit not only you but your colleagues as well.

| BENEFITS | EMPLOYER NEEDS? |
|--|-----------------|
| Networking | |
| New knowledge, training, enhanced expertise | |
| New knowledge or training to share with colleagues | |
| Team-building (if sending a group) | |
| Learning about new technology and tools | |
| Learning new workplace processes | |
| Learning about the latest research | |
| Exposure to opportunities to give back and mentor | |

It might help to write out your answers before you talk to your supervisor. You should be able to answer all their questions. Their decision will likely depend on the information you provide and how well you sell the benefits of attending the Annual Convention.

Good luck!

