**BENEFITS AND EXPENSES**

**Benefit Identification**

Your leader is balancing many competing priorities. Therefore, clearly identify the connection between your organization’s needs and SDAHO’s Annual Convention when presenting your request.

|  |  |
| --- | --- |
| **Your organization’s need**  *(here are some examples of need)* | **SDAHO Annual Convention session meeting that need** *(enter specific sessions addressing the area)* |
| Identification and implementation of best practices |  |
| Improved communication techniques |  |
| Improved teamwork |  |
| Improved patient care |  |
| Identification of new technologies |  |
| Identification of new processes |  |
| Identification of new workforce ideas |  |
| Exhibitor / Vendor ~ New products/services to explore |  |

In addition, upon returning from the SDAHO Annual Convention, offer to prepare and deliver a short presentation or submit a brief write-up of the top 1-2 sessions you attended. This allows your peers to gain benefits from your attendance.

**Calculating Expenses**

The following table will help you identify estimated common expenses for attending the SDAHO Annual Convention.

|  |  |
| --- | --- |
| SDAHO Annual Convention registration  SDAHO Member = $250  SDAHO Non-Member = $375 | $ |
| Airfare | $ |
| Mileage Reimbursement | $ |
| Hotel | $ |
| Food  (SDAHO Annual Convention provides  9/25 ~ light breakfast, lunch, snacks, and beverages  9/26 ~ breakfast, snacks, and beverages) | $ |
| SUBTOTAL | $ |
| Other expenses | $ |
| GRAND TOTAL | $ |