Worksheet for PDS Lodging Costs (2019–20)

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

a. Cost of room per night = ______________

b. Tax per night = ______________________

c. Number of nights = _________________

d. Total Cost (\((\text{Cost of room per night} + \text{tax})\) x number of nights) = _________________

   Formula
   \[ d = (a+b)\times(c) \]

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

f. Total Cost Divided By Number of Occupants = _________________

   Formula
   \[ f = \frac{d}{e} \]

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