

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

Formula

$$d = (a+b) \cdot (c)$$

- 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** = $(\$870)/3 = \mathbf{\$290}$ for PDS submission