

Example of how to determine your Professional Development costs:

A Dibble Institute Educator is to speak before your group of 40 staff workers who teach on relationships in an effort to prevent teen pregnancy. It is a one day event. The presenter will arrive the night before the event and leave the same day as the presentation. This requires one night lodging, two days for meals and one daily rate.

PROFESSIONAL DEVELOPMENT WORKSHEET		
Name of Organization: Central Valley Pregnancy Prevention		
Address: 4444 Center Ave. Central Valley, PA 55555		
Contact name: Jane Smith	Phone number: 555-555-5555	
Email: janesmith@svpp	FAX number: 555-555-4444	
Date requested: mm/dd/yy		
Presenter Fees		
<i>Select your preference:</i>	Invoiced	Direct Costs
Professional Development Day – Author - \$2,000		
Professional Development Day – DI Educator - \$1,200		-----
One to Three Hour Workshop – Author - \$1,000		-----
One to Three Hour Workshop – DI Educator \$750		-----
One Hour Keynote – Author - \$800		-----
One Hour Keynote – DI Educator - \$550		-----
Travel Costs:		
AIRFARE (based on estimate)		
GROUND TRANSPORTATION (shuttle, car rental, other) Or, MILEAGE - Used if location is within driving range of presenter. Calculate using current IRS standard of cost per mile. (___ miles x _____ cost per mile)		N/A, you will pick up at airport and hotel
LODGING Hotel - You pay for hotel when making reservation Or, Dibble Institute makes arrangements and bills you on invoice		
MEALS - Invoiced at a per diem rate. Include the cost of travel days. (see www.gsa.gov)		
OTHER		
Estimated travel costs you will pay directly	-----	
Estimated costs on Dibble Institute Invoice		-----
TOTAL ESTIMATE		

Go to [Professional Development Worksheet](#)