

**Meeting:** McKnight MRI Standardization Workgroup Meeting 2013  
**Dates:** April 9-10, 2013  
**Location:** SHERATON HOUSTON BROOKHOLLOW, HOUSTON  
**Purpose:** Trustees Budget Approval **(Revised)**

	<u>Est. Cost</u> <u>Per Person</u>	<u>Est. Total</u> <u>Cost</u>	<u># of</u> <u>Attendees</u>
Lodging (2 nights- check in 4/8 and check out 4/10 @ \$120 per night):	\$240.00	\$1680.00	7
Hotel catering, (breakfast @ \$18 per person for dates 4/9-4/10=36 x 7 attendees) boxed working lunch @ \$18 per person for dates 4/9-4/10= 36 x7 attendees ) Meeting Room Fee: (waived)	\$36.00	\$504.00	7
Dinner on their own @\$50 per day	\$100.00	\$700.00	7
2 Day AV Rental & Set-up Fee (personal laptop will be used)	\$250.00	\$500.00	7
<b>Airfare</b>			
from Birmingham	\$70	\$700	1
from Gainesville	\$60	\$1800	3
from Miami	\$40	\$800	2
from Tucson	\$70	\$700	1
		<u>\$4,300</u>	
Taxis or shuttle (2 trips in Houston and round trip home to local airport)	\$40	\$1120	7
<b>Total Estimated Costs</b>		<b>\$8,804.00</b>	

**\*\* Hotel services charges are an additional \$150/ per day for AV and catering.**