

# PMI LEADERSHIP INSTITUTE MASTER CLASS TRAVEL BUDGET WORKSHEET FOR REQUIRED TRAVEL

PMI will provide a broad range of programs, services and offerings to Leadership Institute Master Class participants as PMI's contribution to their personal growth and development. This form is designed solely to help candidates estimate expenses associated with travel to and participation in the Leadership Institute Master Class. During the three face to face meetings PMI provides breakfast, lunches, breaks and two (2) dinners. Leadership Institute Master Class applicants will need to ensure they have obtained adequate financial support to cover their travel-related expenses.

## *Leadership Institute Master Class -Group 1--First Face to Face Meeting --July 2011-- Japan*

Air Transportation \_\_\_\_\_

Ground Transportation \_\_\_\_\_

Lodging \_\_\_\_\_  
(\$300.00 USD rate per night; four nights)

Meals \_\_\_\_\_ (dinner for two nights)

Miscellaneous expenses \_\_\_\_\_ (parking, travel visas, etc.)

*Subtotal* \_\_\_\_\_

## *Second Face to Face Meeting -- Group 1 --Asia Pacific in November 2011 (Date & Location TBD)*

Air Transportation \_\_\_\_\_

Ground Transportation \_\_\_\_\_

Lodging \_\_\_\_\_  
(\$275.00 estimate per night; four nights)

Meals \_\_\_\_\_ (dinner for two night)

Miscellaneous expenses \_\_\_\_\_ (parking, travel visas, etc.)

*Subtotal* \_\_\_\_\_

## *Third Face to Face Meeting & Graduation -- Group 1- May 2012 -- EMEA LIM*

Air Transportation \_\_\_\_\_

Ground Transportation \_\_\_\_\_

Lodging \_\_\_\_\_  
(\$250.00 estimate per night; four nights)

Meals \_\_\_\_\_ (dinner for two nights)

Miscellaneous expenses \_\_\_\_\_ (parking, travel visas, etc.)

*Subtotal* \_\_\_\_\_

**2012 Leadership Institute Master Class --Group 1**  
**Total Estimated Expense** \_\_\_\_\_

## LIMC Group 2 Required Travel

### *Leadership Institute Master Class – Group 2*

*First Face to Face Meeting-17-19 October 2011 – Dallas, TX, USA*

Air Transportation \_\_\_\_\_

Ground Transportation \_\_\_\_\_

Lodging \_\_\_\_\_  
(\$275.00 US estimate per night; four nights)

Meals \_\_\_\_\_ (dinner for two nights)

Miscellaneous expenses \_\_\_\_\_ (parking, travel visas, etc.)

*Subtotal* \_\_\_\_\_

### *Second Face to Face Meeting – Group 2*

*March/April 2011 –TBD*

Air Transportation \_\_\_\_\_

Ground Transportation \_\_\_\_\_

Lodging \_\_\_\_\_  
(\$200.00 US estimate per night; four nights)

Meals \_\_\_\_\_ (dinner for two nights)

Miscellaneous expenses \_\_\_\_\_ (parking, travel visas, etc.)

*Subtotal* \_\_\_\_\_

### *Third Face to Face Meeting & Graduation – Group 2*

*2012 NA LIM & Global Congress -October 2012 – (exact date & location TBD)*

Air Transportation \_\_\_\_\_

Ground Transportation \_\_\_\_\_

Lodging \_\_\_\_\_  
Class 2: (\$275.00 US estimate per night; four nights)

Meals \_\_\_\_\_ (dinner for two nights)

Miscellaneous expenses \_\_\_\_\_ (parking, travel visas, etc.)

*Subtotal* \_\_\_\_\_

### **2011 Leadership Institute Master Class – Group 2**

**Total Estimated Expense** \_\_\_\_\_