

Sample Calculation Table

Calculation Table

Requested rate..... \$		Costs not to be incurred:	
Less allowed comparison rate -		Car rental cost per day \$	
Equals..... =		Numbers of days not needed X	
Number of nights X		Equals =	
Equals..... =		Plus: Other expenses not incurred..... +	
Number of employees X		Costs not to be incurred =	
Equals..... =		→→→→→→→→→→→→→→→→→→ -	
		Total cost savings \$	

Please include a full explanation of the above calculation and a complete itemization of "Other expenses not incurred":

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.