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”: