Event/Project Name, Date

Organizer

|  |  |  |  |
| --- | --- | --- | --- |
| **Category/Item** | **Unit Cost** | **Quantity**  | **Subtotal** |
| TRANSPORTATION |  |  |  |
| Airfare |  |  |  |
| Ground |  |  |  |
|  |  |  |  |
| FOOD |  |  |  |
| Lunch |  |  |  |
| Dinner |  |  |  |
| Reception |  |  |  |
|  |  |  |  |
| LODGING |  |  |  |
| Hotel |  |  |  |
|  |  |  |  |
| PERSONNEL |  |  |  |
| Keynote honorarium |  |  |  |
| Student assistant |  |  |  |
|  |  |  |  |
| EQUIPMENT AND SUPPLIES |  |  |  |
| Audiovisual rental |  |  |  |
| Room rental |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

**FUNDING SOURCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department/Organization** | **Date Requested** | **Date Secured** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |