

Sample Project Budget A (Speaker series)

The following roughly outlines a budget for 3 invited speakers and includes honoraria, transportation and accommodations, meals/events, and basic publicity.

Anticipated Revenues

Department X = \$1000

Program Y = \$500

TOTAL = \$1500

Projected Expenses

Airfare and transportation (\$300+ 500+ 750) = \$1550

Ground transportation (3 x \$120) = \$360

Hotel (3 speakers @ 2 nights each x \$150 per night) = \$900

Honoraria (3 @ \$500) = \$1500

Catered lunches (3 workshops x 20 persons x \$15/person) = \$900

Receptions (3 x \$200) = \$600

Dinners (2 dinners x 3 visits x 8 persons per visit x \$50/person) = \$2400

Flyers (3 events x \$30) = \$90

Total Projected Expenses = \$8300
(Anticipated Revenues) = (\$1500)

TOTAL SIMPSON CENTER REQUEST = \$6800