

### Sample Project Budget B (Medium-sized conference)

*The following roughly outlines a budget for 8 invited speakers (6 domestic, 2 international). It includes honoraria, transportation and accommodations, meals, venue considerations, programs, and basic publicity for a conference lasting approximately. 2.5 days.*

#### Anticipated Revenues

Department A	= \$3000
Department B	= \$2500
Department C	= \$5000
Program X	= \$500
Program Y	= \$1000
Program Z	= \$500
<b>TOTAL</b>	<b>= \$12500</b>

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#### Projected Expenses

<b>Airfare and transportation</b> (\$350 x 6 domestic speakers + \$1500 x 2 int'l speakers)	= \$5100
<b>Ground transportation</b> (8 x \$120)	= \$960
<b>Hotel</b> (6 speakers @ 3 nights each AND 2 speakers @ 4 nights each x \$150 per night)	= \$3900
<b>Honoraria</b> (8 @ \$500)	= \$4000
<b>Venue</b> (HUB @ 2.5 days)	= \$3000
<b>Catered lunches</b> (3 days x 80 persons x \$15/person)	= \$3600
<b>Receptions</b> (3 x \$200)	= \$600
<b>Dinners</b> (3 dinners x 12 persons x \$50/person)	= \$1800
<b>Conference programs</b>	= \$60
<b>Flyers</b>	= \$30

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<b>Total Projected Expenses</b>	<b>= \$23050</b>
<b>(Anticipated Revenues)</b>	<b>= (\$12500)</b>

**TOTAL SIMPSON CENTER REQUEST = \$10550**