

**Sample Budget Estimate for
Conference, Symposium, or Workshop**

Expenses		\$US	Income	\$US
1	Rental fees for Conference Facilities		Registration Fees	
2	Salaries (e.g. Secretary)		Support from Society A (delete one: confirmed/tentative)	
3	Publication Costs		Support from Society B (delete one: confirmed/tentative)	
4	Travel for Speakers		Request from USAITC-A	
5	Lodging Subsidies		Request from EOARD / ONR-G	
6	Student Supplements		Pending Requests	
7	Other		Other	
8	Total Estimated Expenses		Total Estimated Income	

* Do not include costs for banquets, refreshments, social functions, entertainment etc.