



SMALL MEETING FUND Expense Budget

Program Development	
Program Committee expense	
Travel	\$
Meals	\$
Misc.	\$
Printing	
Program Proposal Forms	\$
Posters	\$
Fliers	\$
Envelopes	\$
Letterhead	\$
Conference Program	\$
Meal Tickets	\$
Promotion Pieces	\$
Distribution	
Postage	
a. Number of mailings?	
b. Each mailing mailed to whom?	
_____ = #	
c. Rate? (First class or bulk)	
a x b x c =	\$
Speaker(s)	
Honoraria	\$
Travel	\$
Lodging	\$
Expenses	\$
Office Supplies	
Paper clips, staplers, pencils, art supplies for signs, etc.	\$
Registration	
Registration forms	\$
Name badges	\$

Equipment Rental (if cannot be borrowed)	\$
Operations and Overhead	
Telephone	\$
General Postage	\$
Insurance	\$
Meeting Room rental	\$
Miscellaneous	\$
TOTAL DIRECT EXPENSES	\$