

Sample Conference Attendance Budget

Fill in the following template with your club's conference attendance information. Feel free to add rows where you have additional line items. Use the notes section to provide descriptions of your line items

Description	Amount	Notes
Revenue		
Individual Contribution	\$1,000.00	\$200 per person (five people in attendance)
Grant Funding	\$500.00	TRUSU Grant
Fundraising	\$650.00	Bake sale & Pub Night
Club Contribution	\$550.00	
Other Revenue	\$750.00	Faculty Sponsorship
Total Revenue	\$3,450.00	

Expenses		
Registration Costs		
Conference Registration	\$1,000.00	\$200 per registrant
Networking Social Fee	\$100.00	\$20 per registrant
Accommodation Costs		
Hotel	\$600.00	2 hotel rooms for 3 nights
Travel Costs		
Greyhound Tickets	\$1,000.00	\$200 each
Other Costs		
Food costs	\$750.00	\$50 per day per person
Total Expenses	\$3,450.00	

Deficit/Surplus	\$0.00	
------------------------	---------------	--