Expenditure

|  |  |
| --- | --- |
| ***Item*** | ***Amount*** |
| **Speakers (try and list all by name and where they will be travelling from)**  Travel (at economy or second-class rates)  Accommodation (maximum of £80 per night)  \*Subsistence payments will not be made |  |
| **Sub total speakers** | £ |
| **Catering** (tea, coffee, lunch)  Per delegate, per day:  Please supply estimated number of delegates |  |
| **Sub total catering** | £ |
| **Audio Visual**  **Equipment hire**  **External technician**  **(Conference office can provide costs for hiring in equipment and technician if required)** |  |
| **Sub total room/equipment hire** | £ |
| **Out of hours porter charges**  Saturday or evenings @ £20.05 Sunday @ £26.75  Evening porter charges apply from 7pm (6pm in 43 Woodland Rd) |  |
| **Sub total portering** | £ |
| **Printing and Publicity** Postage |  |
| **Sub total printing/publicity** | £ |
| Other costs: |  |
| TOTAL EXPENDITURE | £ |

BIRTHA offers an underwrite of up to £1500, this acts as a safeguard against any unsuccessful funding applications and can be used in order to pay deposits up front.

Income

|  |  |
| --- | --- |
| ***Item*** | ***Amount*** |
| **Conference fees** (per delegate) |  |
| **Sub total fee income (based on an attendance of ? delegates)** | £ |
| **Grants from other sources (actual and planned applications)\*** |  |
| **Sub total grants from other sources** | £ |
| TOTAL INCOME | £ |

Please note expenditure and income should balance as much as possible.

\*Consider applying to a school fund or any subject specific funding sources. The Institute for Advance Studies offer various funding opportunities including the Fast Track Benjamin Meaker to assist with bringing scholars to the UK.   
Campaigns and Alumni offer general grants to individual projects which enrich University life.