



Office of the Vice-Chancellor for Research and Development (OVCRD)
University of the Philippines Diliman

Sample Estimated Conference Budget

Allowed Materials and Other Operating Expenses (MOOE)-type of expenses

Secretariat Meetings (food)	Communication
Kits (materials)	Food and Lodging
Other Supplies/Services	Transportation
Reproduction	

Particulars	Unit Support	UPD Support	Other Support (Local/Foreign)	Total Expenses	Income
I. Pre-Conference Expenses					
A. Travel/Accommodation of Speakers			100,000.00	100,000.00	
B. Secretariat - Operating Expenses	10,000.00			10,000.00	
C. Kits (Materials)	10,000.00	30,000.00		40,000.00	
D. Other Supplies/Services					
<i>Subtotal</i>	<i>20,000.00</i>	<i>30,000.00</i>	<i>100,000.00</i>	<i>150,000.00</i>	
II. Conference Expenses					
A. Food No. of days/persons Ex. P500x2daysx100 persons		70,000.00		70,000.00	
B. Rental of Venue (Unit-funded)	10,000.00			10,000.00	
<i>Subtotal</i>	<i>10,000.00</i>	<i>70,000.00</i>		<i>80,000.00</i>	
III. Post Conference Expenses					
A. Preparation of Report	10,000.00			10,000.00	
B. Payment of staff overtime	10,000.00			10,000.00	
<i>Subtotal</i>	<i>20,000.00</i>			<i>20,000.00</i>	
IV. Registration Fees					
P1,000/participant x 200					200,000.00
Grand Total	50,000.00	100,000.00	100,000.00	250,000.00	200,000.00