



Office of International Linkages (OIL)
Office of the Vice-President for Academic Affairs (OVPA)
University of the Philippines

Sample Estimated International Conference Budget

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

Secretariat Meetings (food)
Kits (materials)
Other Supplies/Services
Reproduction

Communication
Food and Lodging
Transportation

Particulars	CU Support	System 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	40,000.00		50,000.00	
D. Other Supplies/Services					
<i>Subtotal</i>	<i>20,000.00</i>	<i>40,000.00</i>	<i>100,000.00</i>	<i>160,000.00</i>	
II. Conference Expenses					
A. Food No. of days/persons Ex. P500x2daysx100 persons (System-Funded)		100,000.00		100,000.00	
B. Rental of Venue (CU-Funded)	10,000.00			10,000.00	
<i>Subtotal</i>	<i>10,000.00</i>	<i>100,000.00</i>		<i>110,000.00</i>	
III. Post Conference Expenses					
A. Preparation of Report	10,000.00			10,000.00	
B. Payment of overtime for staff	10,000.00			10,000.00	
<i>Subtotal</i>	<i>20,000.00</i>			<i>20,000.00</i>	
IV. Registration Fees					
P500 x 300 persons					150,000.00
Grand Total	50,000.00	100,000.00	100,000.00	290,000.00	150,000.00