

APPENDIX A
Program/Event Budget

Program / Event Budget		
	Actual Budget	Program Costs to Clients
Direct Costs		
System Costs @ 26% of Direct Costs		
TOTAL		
Number of clients participating		
Cost per clients		

Direct Costs			
Items		Actual Budget	Program Costs to Clients
Publication and other handout materials			
Teaching supplies and equipment			
Facilities	Facilities rental		
	Refreshments		
	Meals		
Instructor's travel	Mileage		
	Lodging		
	Per Diem		
Honorariums for non-CE presenters			
Marketing / advertisement (including printing and postage)			
Other out-of-pocket expenses			
Discretionary Margin (Unexpected Costs)			
TOTAL – DIRECT COSTS			