

Sample Budget: Guest Artist/Guest Lecturer

4. Detailed budget for the project, including justifications of the expenses.

A. Supplies, if any (please itemize):

Item:	Cost:
1. Post-it Easel Pads (2 per pack)	\$55.99
2.	\$
3.	\$
4A - Total:	\$55.99

Justification

Two guest speakers have requested Post-it Easel Pads to use during their lectures. Each pack has 2 pads, and costs \$55.99 from Staples.com.

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B. Educational/Training Costs, if any (please itemize):

(e.g., workshop fees, honorarium, licensing fee, etc.)

Item:	Cost:
1. Honoraria for visiting speakers	\$3200
2.	\$
3.	\$
4B - Total:	\$3200

Justification

Honoraria for visiting speakers. Each of the four guests would receive \$800. This is a typical amount for guest speaker honoraria within this field.

$$\$800 \times 4 = \$3200$$

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C. Creative Project Documentation (please itemize):

(e.g., podcasting, videotaping, sound recording, photo documentation, etc.)

****Please note that documentation of your project is REQUIRED, and could be used on the Dee Council Website.**

Item:

Cost:

1. Video-conference equipment & labor	\$360
2.	\$
3.	\$
4C - Total:	\$360

Justification

Video-conference equipment & labor from IMS. Necessary for recording in-class presentations of visiting speakers. The amounts below were quoted from IMS.

\$30 x 2 hours x 6 class sessions (4 speakers & 2 panels)

Total equals \$360

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D. Other Costs, if any (please itemize):

(e.g., event advertising, printing, graphic design/production cost, shipping)

Item:	Cost:
1. Flyers for Promotion of Lecture Series	\$45
2.	\$
3.	\$
4D - Total:	\$45

Justification

In order to increase attendance at the lecture series, flyers will need to be printed and distributed. The cost for 1000 flyers is \$45 (design and printing). This is per a quote from University Print Services.

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E. Travel Costs, if any (please itemize):

**Please indicate whether travel costs are for yourself, or for a guest artist/lecturer you are bringing to campus

Flight: \$449 (from Minneapolis)	\$449
Baggage Fee: \$25/each way	\$50

(Please indicate source of estimated flight costs)

Per Diem: 1 day at \$61 and 2 travel days at \$45.75	\$152.50
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(Please use <http://www.gsa.gov/portal/content/104877> to determine allowable per diem rates [# of days times rate of per diem])

Hotel: 2 nights x \$92 at Guest House	\$184
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(For visitors to campus, only the University Guest House rate [\$92/night] will be allowed)

Ground Transportation: Round-trip shuttle expense (Shuttle Xpress) \$25/each way	\$50
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4E - Total: \$885.50

Justification (please identify source of estimated costs)

Only one of the guest speakers will be traveling from out-of-state. Travel costs for this individual are included above. Costs for flight come from Expedia.com (website accessed on 01/07/20XX).
Costs for ground transportation come from quote from Shuttle Xpress.

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SUMMARY OF BUDGET EXPENSES

(from sections 4A-4E)

Total From Section 4A	\$55.99
Total From Section 4B	\$3200
Total From Section 4C	\$360
Total From Section 4D	\$45
Total From Section 4E	\$885.50
Total Request:	\$4,546.49

****Please confirm your numbers before submittal. Inaccurate budgets will be at a disadvantage during the review process****