

Location Cost Estimated

Name of Event:

Start Date:

End Date:

City & State of Event	Location 1 (-----)
Per Diem Rates	Lodging: -----
	M & IE: -----
Location of event	
Type of Facility (USDA, Federal, University or Commercial)	
1) AirFare	
2) Total Miscellaneous Expenses: (Car rental, mileage, Shuttle, Taxi, Parking, Tolls, Baggage, etc.)	
3) Total Local Travel Expense (Expenses from local participants: subway, parking, mileage, etc.)	
4) Total M&IE:	
5) Total Lodging:	
6) Other TDY Expenses (Hotel Tax, etc.)	
Total Travel Expense (1-----6)	
1) Speaker Fees	
2) Printing & Reproduction	
3) Audio Visual Services	
4) <i>Event Room Rental</i>	
5) <i>Facility Charges: ((Detail)</i>	
6) Other Costs (Itemize)	
7) Light refreshments	

8) Registration fees	
Total Non-Travel Expense(1-----8)	
Non-Federal Contribution	
Total Event Cost without Salary (Travel Expense + Non Travel Exp)- (Non-Federal Contribution)	
Total Salary and Benefits	