Budget Proposal and Justification

Please provide a detailed proposed budget for the conference below.*

Name:________________________________________
Institution:_____________________________________
Conference:____________________________________
Location:______________________________________

Student: ☐ Undergraduate ☐ Graduate (Master’s) ☐ Graduate (Ph.D.)

Costs:

Registration:___________
Travel:___________
(mode of travel)___________
Housing:___________
Total Expenses:___________

Funding from other sources:

Source:___________ _____________ (funds awarded or applied for)
Source:___________ _____________ (funds awarded or applied for)
Source:___________ _____________ (funds awarded or applied for)
Total Funding from other sources:___________
Funds requested:___________

*Note: Funding for food is not permitted.

Students are expected to travel via the most economical method practical. Similarly, housing should be based on available low-cost options, room sharing, … Please be aware that this is usually not the conference hotel, although room sharing may make that practical.

(Budget Justification on reverse)
Budget Justification: (Briefly describe how travel and housing costs were determined)

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