Example of Budget for Small Event--One or Two Speakers

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NAME OF GROUP i.e. Environmental Law Society, etc.
SPEAKER: Professor John Doe, Harvard Law School, Cambridge, MA
DATE of EVENT: November 9, 2015

INCOME and SOURCES--EXAMPLES:

GPSAFC:
- Travel $500.00 (From the Program Line Item)
- Dinner $200—spkr plus 5 students (From the Social Line Item)
- Publicity $ 30.00 (From the Program Line Item)

Dean of Student Office (see Dean Markeisha Miner)
- $500 (Reception/Speaker Travel)

CLSA
- $250 (Hotel Cost)

Co-Sponsor
- $200.00 (Women's Law Coalition, From their GPSAFC Program Line Item)
- $150.00 (Cornell Advocates for Human Rights from their GPSAFC Program Line Item)

TOTAL INCOME: $1830.00

PROJECTED EXPENSES:
1 Airfare $600.00 ($500 GPSAFC, $100 from WLC)
Ground Transp.$ 150.00 (CAHR )
Misc. Speaker (food in transit, tips, etc.) $ 100.00 (Dean of Students)
Dinner $200.00 (5 people @ $40 per person, GPSAFC Social)
Reception $350 (Dean of Students)
Hotel $250.00 (CLSA)
Flyer copies $ 15.00 (GPSAFC)

TOTAL PROJECTED EXPENSES: $1665.00

Pls note: Under----“Specific Expenditures Ineligible for GPSAFC Funding”: “Honorariums, travel expenses, and accommodation for alumni whose last degree from Cornell University was received within the last 5 years. Exceptions may be granted with the inclusion of a letter of support from the organization’s advisor” (taken from http://assembly.cornell.edu/GPSAFC/Guidelines?from=GPSAFC.FundingGuidelines#toc2).