**Budget Template**

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| **Item** | **Estimated Cost** | **Total for 30 Participants** |
| Participant stipends – includes travel expenses  |  |  |
| Presenter stipend and travel expenses* Internal: no cost
* External: varies
 |  |  |
| Parking |  |  |
| Venue/ Facility* University meeting room/classroom
* Meeting room rental
 |  |  |
| Dorm Housing* Two to three nights in air conditioned dorm, one person per room, shared bathroom
 |  |  |
| Meals * Two breakfasts
* Two dinners
* Three lunches
 |   |  |
| Snacks* Beverages
* Healthy snacks
* Candy/Mints
 |  |  |
| Other * Notebooks, pens
* Name badges, tent cards
* Miscellaneous
 |  |  |
| Total |  |  |