**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 |  |  |