

VRFP Education Event Budget
See Guidelines for Allowable Expenses

Event Summary

Organizer:		Number of Participants:	
Event Name:		Number of Exhibitors:	
Date of Event:		Date of Submission:	

Funding Sources ¹

Sponsor \$ ¹	Registration \$ ²			Exhibitor \$	VRFP Account #		Other \$	Total Available \$
	Per Person	# People	Income Total			\$		
	(VA) \$		\$		Current Bal.			
	(Non-VA) \$		\$		This Event			
	Total		\$		Balance			

¹ List restrictions, if any, stipulated by Sponsor: _____

² Provide worksheet on calculations for registration

Event Cost Estimate

Category	Cost		Funding Source
	Per Person	Total	
Advertising			
Conference Supplies			
Educational Materials			
Equipment Rental			
Facility Rental			
Meals: Breakfast			
Breaks			
Lunch			
Dinner			
Gratuity/Service Charge			
Waitstaff			
Subtotal--Meals			
Printing			
Speaker: Honorarium			
Meals			
Hotel			
Transportation			
Other			
Cancellation Insurance			
Other (specify)			
Subtotal			
VRFP Indirect Cost (15% of receipts)			
TOTAL (Not to exceed approved budget)			
Total Residuals, if any			
Notes:			