ASSOCIATION FOR EXCELLENCE IN EDUCATION (AEE)

SPEAKER BUDGET

**WORKSHEET FOR BUDGET DEVELOPMENT**

(See Instructions at Bottom of the Page)

**Grant Name:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | **PAGE 1 OF 1** | |
|  | **Column B** | **Column C** | **Column D** | **Col. F** | **Col. G** |
| **DESCRIPTION** | **QUANTITY** | **UNIT**  **PRICE** | **TOTAL**  **PRICE** |  | |
|  |  |  |  |  | |
| **SPEAKER NAME:** |  |  |  |  | |
|  |  |  |  |  | |
| PRESENTATION COST |  |  | **$0.00** |  | |
|  |  |  | **$0.00** |  | |
| **SUB-TOTAL PRESENTATION COST** |  |  | **$0.00** |  | |
|  |  |  |  |  | |
|  | **# DAYS** | **COST** | **TOTAL** |  | |
| LODGING **(suggested $85.00 per night)**--must provide signed receipt to district |  |  | **$0.00** |  | |
|  |  |  |  |  | |
| MEALS: (maximum reimbursement $6-breakfast, $9-lunch and $16-dinner)--**receipt required** |  |  | **$0.00** |  | |
| **Breakfast** |  |  | **$0.00** |  | |
| **Lunch** |  |  | **$0.00** |  | |
| **Dinner** |  |  | **$0.00** |  | |
| **SUB-TOTAL LODGING and MEALS** |  |  | **$0.00** |  | |
|  |  |  |  |  | |
|  | **RATE** | **MILES** |  |  | |
| TRANSPORTATION: |  |  |  |  | |
| Automobile ($.555 Current State Rate) | **0.555** |  | **$0.00** |  | |
|  |  |  |  |  | |
| Plane |  |  | **$0.00** |  | |
|  |  |  |  |  | |
| **SUB-TOTAL TRANSPORTATION** |  |  | **$0.00** |  | |
|  | **QUANTITY** | **UNIT**  **PRICE** | **TOTAL**  **PRICE** | **REUSABLE** | |
| SUPPLIES: (Please List Below) | **YES** | **NO** |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
| **SUB-TOTAL SUPPLIES** |  |  | **$0.00** |  |  |
|  |  |  |  |  |  |
| OTHER (Please List Below) |  |  |  |  |  |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
|  |  |  | **$0.00** |  |  |
| **SUB-TOTAL OTHER** |  |  | **$0.00** |  |  |
|  |  |  |  |  |  |
| **GRAND TOTAL** |  |  | $0.00 |  | |
|  |  |  |  |  | |
|  |  | |  |  | |
| **INSTRUCTIONS**: Insert quantity in Column B and price for each in Column C. The total will be calculated in Column D.  Please indicate if item is reusable by an "X" in either Column F or G. | | |  | | |