

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

At the Top of the Page List:

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>).