

# Mellon Graduate Workshop Sample Budget

## Mellon Graduate Workshop - Budget Worksheet

You may add additional budget lines/categories if necessary. Please feel free to attach a budget narrative explaining your numbers, if necessary.

<b>EXPENSES</b>			
<b>Category</b>		<b>Item</b>	<b>Amount</b>
<b>Material Expenses</b>			
	Books		
	Other		
		<b>Material Expenses Total</b>	
<b>Hospitality</b>			
	Dinners/Lunches with guests		
	Workshops (food services)		
	Receptions		
		<b>Hospitality Total</b>	
<b>Honoraria Typically between \$300 - \$500</b>			
	Guest #1		
	Guest #2		
	Etc...		
		<b>Honoraria Total</b>	
<b>Travel Airfare, Train</b>			
	Guest #1		
	Guest #2		
	Etc...		
		<b>Travel Total</b>	
<b>Lodging The Inn at Brown \$109, Old Court Inn \$115, Radisson \$89</b>			
	Guest #1		
	Guest #1		
	Etc...		
		<b>Lodging Total</b>	
		<b>EXPENSES TOTAL*</b>	