



Activity Budget Proposal/Expense Report

Use step 1 for budget projection and step 2 (next page) for actual expenses for any activity requiring MiALA funding

To submit step 1 using the online form, go to:

<https://www.memberleap.com/members/form.php?orgcode=MALA&fid=1915775>

Helpful information to know before submitting your form online

Form Instructions

To receive initial program approval, Section/IG chairs send copy of page 1 to the Vice-President/President-Elect
Once program is approved, VP/PE sends copy of page 1 to submitter and copy to Treasurer & fiscal agent
After program, submitter needs to send copy of page 2 updated with actual expenses to Treasurer & fiscal agent

Submitted by: _____ Date requested: _____

Section/Interest Group name (if applicable): _____

Title of event: _____

Description of event: _____

Proposed date: _____ Proposed location: _____

Number of participants expected: _____

Expenses to consider

- Speaker Expenses
- Honoraria
- Printing/Copying
- Supplies
- Facilities
- Refreshments/Meals
- Equipment Rental
- Network Charges
- Refunds
- Other

For programs, please indicate proposed registration fee: Members: _____ Non-Members: _____

VP/PE Initial for program approval: _____ denial: _____ Date: _____

Reason for denial: _____

For approved programs, proceed to page 2



Post-Activity Expense Report (Page 2)

Submitted by: _____ Date approved: _____

Section/Interest Group name (if applicable): _____

Title of event: _____

Date/Location: _____

INCOME			
	PROPOSED	ACTUAL	NOTES
Donations			
Grant Funding			
Registrations			
Cancellation Fee			
Other			
TOTAL INCOME			

EXPENSES			
	PROPOSED	ACTUAL	NOTES
Speaker Expenses			
Honoraria			
Printing/Copying			
Supplies			
Facilities			
Refreshments/Meals			
Equipment Rental			
Network Charges			
Refunds			
Other			
TOTAL EXPENSES			

NET INCOME/EXPENSE		
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For programs, please indicate:

Registration fee: Members: _____ Registration fee: Non-members: _____ Total # Participants: _____

Send to Treasurer & fiscal agent, along with MiALA Expense Reimbursement Forms (if applicable) and include all receipts and invoices.