

## Project Budget Template

Please use this template to create your Project Budget. (If you have a fully developed project budget in different format, feel free to attach instead.) Please attach this to your completed Project Approval Form for circulation and review.

### Expenses

Salaries	Description	Quantity	Cost	Total
Staff/Faculty title	% of Time on Project		0.23	\$0
Benefits	23% total staff/faculty salaries			\$0
Consultants	Consultant fee (hourly or flat)			\$0
Guest speakers	Honoraria rate			\$0
Sub - total Salaries				\$0

Travel	Description	Quantity	Cost	Total
Lodging	cost per person/per room		0.485	\$0
Airfare/Train	cost per person/per fare			\$0
Gas	.485 per mile			\$0
Per Diem	meal stipend			\$0
Other	(i.e. taxi, subway, light rail fare)			\$0
Sub-total Travel				\$0

Supplies	Description	Quantity	Cost	Total
Materials				\$0
Other				\$0
Sub-total Supplies				\$0

Events	Description	Quantity	Cost	Total
Catering	event & # attendees			\$0
Flowers	centerpieces, plants, etc			\$0
Gifts	give aways - cards, pens			\$0
Awards	citations, trophies			\$0
Other				\$0
Sub-total Events				\$0

Marketing/Communications	Description	Quantity	Cost	Total
Graphic Design/printing	posters, flyers, program			\$0
Advertisements	print or television advertisements			\$0
Mailing expenses	envelopes, postage			\$0
Other				\$0
Sub-total Marketing/Communications				\$0

Other MICA Depts/Services	Description	Quantity	Cost	Total
Exhibitions	services needed			\$0
Campus Tech	services needed			\$0
FacMAN	services needed			\$0
Security	# security guards needed			\$0
Other				\$0
Sub-total Other MICA Depts/Services				\$0

Training	Description	Quantity	Cost	Total
Work Study	# work study students and tasks			\$0
Other	space rental fee			\$0
Sub-total Training				\$0

MICA Indirect Costs		Quantity	Cost	Total
Indirect	15% of total expenses		0.15	\$0
<b>Sub-total Indirect</b>				<b>\$0</b>

<b>Total Expenses</b>				<b>#REF!</b>
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### Income

Program Income	Description	Quantity	Cost	Total
Department Budget	Department Name			\$0
Sales	ticket income			\$0
In-kind contributions	goods/services donated			\$0
Grants/Sponsorships/RFP's	donor/prospect name			\$0
Other	revenue from partnership			\$0
Total Income				\$0

<b>Net Income</b>		<b>Income-Expenses</b>		<b>#REF!</b>
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