

Sample Itemized Budget Sheet

Item #	Description	Source	Quantity	Individual Cost	Total Cost	Amount Requested
1	Airfare	Southwest	5	\$100	\$500	\$0
2	Lodging	Hyatt (conference site)	2 rooms, 3 nights	\$60 x 2 = \$120	\$360	\$360
3	Meals		3	\$45 per day	\$135	\$135
4	Student Registration	Leadership Conference	5	\$75	\$375	\$375
5	Workshop Registration	Leadership Conference	5	\$25	\$125	\$125
					<b>\$1,495</b>	<b>\$995</b>