

SSU Development Foundation
Distinguished Lecture Series
 Budget Worksheet

Amount Requested: \$

Speaker Name _____ Faculty Member Sponsor _____

Title of Presentation: _____

Event Date _____

Enter a checkmark in the box to the left of each expense that applies, below, and enter the amount on the line to the right.

A. Expenses Listed in this section will be paid to speaker, in one lump sum payment, at the conclusion of the event.
 The total in this section must match the amount of compensation specified on the Independent Contractor Agreement.

- Speaker Fee LINE 1 \$ _____
- Travel (<http://www.shawnee.edu/leadership/policies/media/procedure-410-1r.pdf>) LINE 2 \$ _____
- Per Diem Meals (<http://www.shawnee.edu/offices/controller/perdiem.aspx>) LINE 3 \$ _____
- Hotel (if speaker makes own arrangements) LINE 4 \$ _____
- Other: _____ LINE 5 \$ _____
- Other: _____ LINE 6 \$ _____
- Total amount to be paid to speaker LINE 7 \$ _____

B. All other expenses must be itemized below. Attach additional sheets, as necessary.

- Hotel (if local reservation is made and paid for by SSU) LINE 8 \$ _____
- Catering (Sodexo) LINE 9 \$ _____
- Printing (SSU Print Shop) LINE 10 \$ _____
- Other: _____ LINE 11 \$ _____
- Other: _____ LINE 12 \$ _____
- Other: _____ LINE 13 \$ _____
- Total amount of other expenses LINE 14 \$ _____

Grand total of all expenses (TOTAL LINE 7 + LINE 14) \$ _____

C. Budget account:

University budget account to which all expenses listed above will be charged: 10 – 5010 – 6050 – 1125

All expenses related to this award will be charged to the budget account listed above. Reimbursement, not to exceed the amount of the award, will be made to this account by the Foundation after all DLS expenses for the year have been paid and upon presentation of an SSUDF Request for Payment form and appropriate documentation to the SSU Bursar's Office.