

Graduate Research Conference Assistance Scheme Budget Proforma

Please quote all figures in Australian Dollars.

Income	
UMPA Grant	
SGS Grant	
Department contribution to your application	
Conference fees (participants) if any anticipated	
Faculty grant funding (anticipated from this scheme)	
Other Funding (specify - include in-kind etc.*)	
Total income	

Conference Scheme funded Expenses (attach justifications and/or quote per item)	
Printing costs	
Speaker travel costs (air/rail)	
Speaker taxi fares	
Postgraduate participant travel costs	
Travel insurance	
Equipment Hire costs	
Speaker accommodation costs	
venue set-up costs (display materials, table hire etc)	
Catering costs	
Marketing and Promotion costs	
Relevant expense (specify)	
Relevant expense (specify)	
Total conference scheme expenses	

Expenses NOT COVERED by Scheme	
Taxes	
Transfers	
Photocopying and other related costs	
Other expenses - specify	
Other expenses - specify	
Other expenses - specify	
Other expenses - specify	
Total non-Conference Scheme expenses	

Summary	
Total Income	
Total expenses	
Difference between income and expenses	

*This includes donations or subsidies - give a rough estimate of the overall amount/value (e.g., telephone costs that your department will cover, web support valued at number of hours worked multiplied by hourly cost and so on).