|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET** | | | |
| Please precise all calculations and currencies | **Calculation Details** | **Amount (Currency)** | **Remarks** |
| **EXPENSES** |  |  |  |
| **Accommodation** |  |  |  |
| Hotel Rooms | Ex: 10 X 125 | CHF 1250 |  |
| Conference Room Rent |  |  |  |
| Special equipment (Multimedia) |  |  |  |
| Lunches |  |  |  |
| Dinners |  |  |  |
| Coffee breaks |  |  |  |
| Transfer expenses |  |  |  |
| Other expenses  (please specify in remarks) |  |  |  |
| **Speakers** |  |  |  |
| Travel Expenses |  |  |  |
| Hotel Accommodation |  |  |  |
| Transfer expenses |  |  |  |
| Other expenses  (please specify in remarks) |  |  |  |
| **Secretarial work** |  |  |  |
| Photocopies |  |  |  |
| Postal costs |  |  |  |
| Miscellanous |  |  |  |
| Other expenses (please specify in remarks) |  |  |  |
| **Advertising & promotion** |  |  |  |
| Website |  |  |  |
| Mailings |  |  |  |
| Posters |  |  |  |
| Pens, Notepads, Bags |  |  |  |
| Other expenses (please specify in remarks) |  |  |  |
| **Total Expenses** |  |  |  |
| INCOME |  |  |  |
| Donation |  |  |  |
| Funds |  |  |  |
| ESPID support |  |  |  |
| Registration fees |  |  |  |
| ESPID Members registration fees |  |  |  |
| Sponsors |  |  |  |
| Delegates own contributions travel costs |  |  |  |
| Other income (please specify in remarks) |  |  |  |
| **TOTAL INCOME** |  |  |  |
| **BALANCE** |  |  |  |
| **TOTAL ESPID CONTRIBUTION REQUESTED** |  |  |  |