|  |
| --- |
| **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**  |    |  |    |