

AAS-EPD Mini-Grant Program Expense Budget*							
(*Budget must be submitted in this original Excel file format.)							
The AAS understands that proposers are estimating some of these expenses; however, (1) all expenses, INCLUDING MEALS, are reimbursed based on actual costs with receipts (no exceptions!), and (2) NO particular line-item will be reimbursed above the approved level, even if there is an under-expenditure on other line-items within the budget. Please keep and submit original receipts for reimbursement (instructions will be sent to grantees). The grants manager, named in the proposal, is the only person who will be submitting receipts and reimbursement paperwork to the AAS, after reviewing expenses/receipts.							
Budget Subtotals/Totals	Your Budget	AAS EC Selection Committee Revised Budget (for future use if funded)	Actual Expenses (receipts must be included for reimbursement; for future use if funded)	Your Budget Justification			
Subtotal: Travel/Personal Reimbursable Expenses	\$ 1,480	\$ -	\$ -				
Subtotal: Honorarium/Stipend Payable Expenses	\$ -	\$ -	\$ -				
Subtotal: Meeting/Workshop Internal Expenses (Non-AV)	\$ 1,020	\$ -	\$ -				
Subtotal: Meeting/Workshop Internal Expenses (AV)	\$ 606	\$ -	\$ -				
Grand Total	\$ 3,106	\$ -	\$ -				
Expense Items	Your Budget	AAS EC Selection Committee Revised Budget (for future use if funded)	Actual Expenses (receipts must be included for reimbursement; for future use if funded)	Your Budget Justification			
<b>Travel/Personal Reimbursable Expenses*</b>							
*(NO EXPENSE will be reimbursed WITHOUT a receipt INCLUDING meals -- NO EXCEPTIONS!)							
Airfare	\$ 500			1 presenter			
Hotel*				Hotel (2 nights @ \$255/night, 1 presenter)			
*The approximate per-night room rate for the Hawaii AAS meeting is \$255/night, including taxes and fees. Those submitting proposals for activities to be held at the Hawaii AAS meeting must stay in the AAS hotel block for this to be a reimbursable expense, so proposers should use this rate in their budget for estimating hotel expenses. Those submitting proposals for activities outside of an AAS meeting should investigate these costs at their proposed activity's location and budget for them accordingly.)							
	\$ 510						
Cab fare	\$ 140			4 @ \$35, 1 presenter			
Parking							
Meals*				2 days @ \$65 estimated per day, 1 presenter			
*Meals, as with all other budget expenses to be reimbursed, are reimbursed based on actual costs and require original receipts for reimbursement. The maximum allowed amount for meals is \$15.00 for breakfast, \$20.00 for lunch, and \$30.00 for dinner. PLEASE KEEP ALL MEAL RECEIPTS! NO RECEIPTS = NO REIMBURSEMENT)							
	\$ 130						
Workshop Materials	\$ 100			\$100/workshop day; one-day workshop			
Shipping/Receiving*				2 ~ 30 pound boxes, \$50 shipping, \$50 receiving			
*Shipping/Receiving charges, especially receiving charges, can be quite costly! Check with your intended shipper/receiver to estimate costs, including especially when you are shipping to a hotel or conference venue.)							
	\$ 100						
Other							
Subtotal: Travel/Personal Reimbursable Expenses	\$ 1,480	\$ -	\$ -				
<b>Honorarium/Stipend Payable Expenses**</b>							
**This will be paid directly to the recipient after the conclusion of the workshop/activity and the receipt of a description of the work performed. Funding is allowed for speakers, educators, trainers, or facilitators outside of the astronomical community -- i.e., those who would not fit within any AAS membership category. These people include (but are not limited to) experts in education, mentoring, and diversity from other scientific fields. This funding could include honoraria, travel expenses, and/or other support. Honoraria should be modest. **Stipends are allowed for graduate and undergraduate students to provide additional work involved in planning and carrying out the workshop/activity and should not be considered a supplement to the students' normal income.)							
Person 1							
Person 2							
Subtotal: Speaker/Stipend Expenses	\$ -	\$ -	\$ -				
<b>Meeting/Workshop Internal Expenses (Non-AV)</b>							
AAS Meeting Registration*				AAS member registration; \$520, 1 presenter			
*Meeting registration is required for activities proposed to be carried out at AAS meetings, and may be required for activities proposed to be held at other venues. For those submitting a proposal that includes a workshop at an AAS meeting, the recent cost for AAS full-meeting, on-time, member meeting registration has been \$520. Please use these past rates in your budget for estimating meeting registration -- NOTE: if your proposal is funded, and registration is approved, DO NOT register yourself for the AAS meeting; AAS staff will register grant recipients directly. Those submitting proposals for activities outside of an AAS meeting should investigate these charges at their proposed activity's location and budget for them accordingly.)							
	\$ 520						
AAS Per-Day Admin Fee*				1-day workshop; required for all AAS workshops			
*This fee is required for workshops proposed to be held at an AAS meeting. Half-Day workshops = \$250; Full-Day = \$500; Two-Day = \$1000. Those submitting proposals for activities outside of an AAS meeting should investigate these charges at their proposed activity's location and budget for them accordingly.)							
	\$ 500						
Subtotal: Meeting/Workshop Expenses (Non-AV)	\$ 1,020	\$ -	\$ -				
<b>Audio Visual Internal Expenses*</b>							
**Those submitting a proposal that includes a workshop at an AAS meeting should use these charges when creating their budget. Those submitting proposals for activities outside of an AAS meeting should investigate these charges at their proposed activity's location and budget for them accordingly.)							
	Your AV needs and cost			Your budget total	AAS EC Selection Committee Revised Budget (for future use if funded)	Actual Expenses (receipts must be included for reimbursement; for future use if funded)	Your Budget Justification
	Equipment	Quantity	# of Days	Price			
Labor Fee	One time fee \$50 labor fee for ALL AAS meetings requesting A/V Equipment or Services.	1		\$50.00	\$50.00	\$0.00	
Video Equipment/Telecommunications/Internet	Internet (hard drop)			\$935.00			
	Video Conferencing Audio Support (Requires additional A/V equipment and may incur a dedicated technician fee. User provides their own account for streaming, i.e. WebEX, Zoom, GotoMeetings)			\$27.50	\$0.00		
	Polycorn Speakerphone and line (no sound system required, does not directly connect to non-polycorn sound system)			\$385.00	\$0.00		
Visual	Telephone Audio Interface (requires sound system and hard drop phone line)			\$660.00	\$0.00		
	LCD Projector*	1	1	\$385.00	\$385.00		
	Screen (for smaller conference rooms)	1	1	\$82.50	\$82.50		
Sound	Screen (for ballrooms)			\$302.50	\$0.00		
	Sound from laptop through portable speakers (portable PC speakers)	1	1	\$22.00	\$22.00		
	Podium microphone	1	1	\$38.50	\$38.50		
	Table top microphone			\$38.50	\$0.00		
	Wired handheld microphone			\$44.00	\$0.00		
	Wireless Handheld Microphone			\$110.00	\$0.00		
	Wireless Lavalier Microphone			\$110.00	\$0.00		
	Mixer for 1 - 5 microphones			\$60.50	\$0.00		
	Mixer for 5 - 12 microphones			\$121.00	\$0.00		
	Speakers and stands for 50 or less participants			\$60.50	\$0.00		
Miscellaneous	Speakers and stand for 51 or more participants			\$137.50	\$0.00		
	Speakers and stands for 100 or more participants			\$220.00	\$0.00		
	Dedicated AV Technician 1/2 day			\$275.00	\$0.00		
	Dedicated AV Technician Full Day			\$495.00	\$0.00		
	Slide Advancer (aka clicker, laser pointer)			\$60.00	\$0.00		
White Board			\$82.50	\$0.00			
Flipchart/Paper/Markers			\$82.50	\$0.00			
Timer			\$5.50	\$0.00			
Power Supply (One extension cord/power strip)	1	1	\$27.50	\$27.50			
Subtotal: Meeting/Workshop Expenses (AV)				\$605.50	\$0.00	\$0.00	