

Anticipated Budget for CE Conference/Event

CE Grant awards must be for a minimum of \$250 and a maximum of \$900 per grant. Please complete the Budget Table below with anticipated expense amounts for each allowable grant category outlined in the table, as it applies to your conference or event. For each amount entered below, be prepared to site the source and details of how you came up with this amount in the last column. For each expense, please round up to the nearest dollar. Since this is a reimbursement grant, you will submit actual expenses after the conference/event with receipts. Your actual expenses, up to \$900, is the amount you will be reimbursed for at that time. Be sure to estimate your expenses realistically as, once the grant award is made, reimbursement can be for less than the grant award, but it cannot be for more than the grant award.

The 1st Time Conference Grant Jotform application will ask you to upload this completed budget table.

Please contact the LSTA Grants Officer, Kristina Taylor, at (208) 334-2150 if you have any questions about this form or the application process.

Conference/Event Budget Table

(see LSTA Grant Guide for detailed guidance on allowable and non-allowable expenses)

Fill out the table using your computer, then save the form on your computer. Upload this form to LSTA Continuing Education Grant

	Estimated Expenses	Source of Estimated Expense (i.e. Conference Website)	Rationale of Estimated Expense (i.e. \$102/night with hotel tax for 4 nights = \$408)
Registration Fee (No Pre-Conference Fees Allowed)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Airfare	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mileage (Use State mileage rate of \$.555/mile)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lodging	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sub Total Allowable Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Expenses (Misc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Expenses (Misc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sub Total Additional Expenses (Local Match)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grant Request Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>
Local Match Amount (if any)	<input type="text"/>	<input type="text"/>	<input type="text"/>