FLORIDA ATLANTIC UNIVERSITY

Conference/Program Expense Checklist

Conference/Program Description:		
Program (attached) Auxiliary Account #_____		
Expense Activity	**Allowable Cost**	**Memo/Notes**
1. Advertising/Publicity		
Printing, Postage, Handling		
2. Agenda and Conference Material/Supplies		
Printed Materials		
Books/Manuscripts		
Coping Charges		
Other		
3. Hotel/Meeting Rooms (Including Set-ups)		
Meeting Room Setup		
Parking		
Rooms		
4. Equipment		
AV Equipment		
Microphones/Speakers		
Screen		
Chairs		
Video Camera/VCR/DVD		
Overhead projector		
Projections Equipment		
Slide projector		
Chalkboard/chalk		
Computer Set-Up		
Easel/Flip Chart		
Heaters (outdoor events)		
Theme Props		
5. Food & Beverages		
Meals		
Refreshment Breaks Coffee, Tea, and Water		
Food & Drink Requirements		
6. Signage/Misc. Supplies		
Name tags and tents		
Felt tip pens, packing tape		
Directional signs		
Adhesives (Velcro)		
7. Mementos, awards, gifts		
8. Sleeping rooms (included in hotel PO)		
9. Honoraria		
10. Other		
NOTES:		

Reset Form