

A. Estimated Budget for Speaker (for Event see B. below)

Lecturer's Name, Affiliation: _____

Honorarium _____ \$ _____

Please detail all factors unique to this request:

(Suggested honorarium to professors @ full, associate, and assistant levels: \$750, \$500, \$300; other invited guest/artists, as appropriate.)

Estimated Budget:

Travel (please detail itinerary) _____ \$ _____

Accommodation _____ \$ _____

(Normally hotel night up to \$120 p/night. Only nights in College Station will be covered, and only nights during the event, the day prior, and/or the day after. No weekend overnight stays unless the event extends into the weekend. Hotels should be in Bryan-College Station.)

Hospitality _____ \$ _____

(Please note: alcoholic drinks will not be covered)

Other (please explain) _____ \$ _____

ESTIMATED TOTAL _____ \$ _____

B. Estimated Budget for Event (add to/adapt as necessary):

Honorarium(s) _____ \$ _____

(Please detail.)

Travel (with itineraries) _____ \$ _____

Accommodation(s) _____ \$ _____

Hospitality _____ \$ _____

(Please note: alcoholic drinks will not be covered)

Other (please explain) _____ \$ _____

ESTIMATED TOTAL _____ \$ _____