



Budget Form

Expense	Description	Calculation	Line Total
Airfare			
Local Ground Transportation*			
Departure Ground Transportation			
Lodging			
Meals**			
Artist Fee			
Materials			
Marketing			
Production Services			
ABOVE TOTAL			
20% CONTINGENCY			
TOTAL			

*Ground Transportation can include a shuttle, rental car, or a faculty member picking up the visiting artist.

** Meals can be done with a p-card, per diem, or a combination of the two.