

Conference Budget Expenses
 Allowable and Unallowable Items
 This list is not comprehensive. If you have questions,
 please contact the Conference Office.

Budget Item	Allowable	Unallowable
Site Visit		
Air Fare	X	
Mileage	X	
Sleeping Room	X	
Per diem (over 12 hours)	X	
Website/Promotion		
Website Production	X	
Website Content Writer	X	
Save the Date Materials	X	
Conference Poster Design (Look & Feel)	X	
Poster Printing and Mailing	X	
Photocopying	X	
Postage	X	
Program/Content		
Abstract Collection Software	X	
Printed Proceedings	X	
Proceedings on Memory Stick	X	
Printed Conference Program	X	
Published Proceedings	X	
Registration		
RegOnline Fees	X	
Badge Stock	X	
Badge Holders	X	
Tickets	X	
Internet Line	X	
Phone Line	X	
Conference Bag (with conference logo)		X
Conference Pad folio (with with conference logo)		X
Conference Pen (with conference logo)		X
Conference Shirts (with conference logo)		X
Meeting Space (Hotel, Conference Center, etc...)		
General Session Room Rental	X	
Breakout Room Rental	X	
Poster Session Room Rental	X	
Food & Beverage Room Rental <i>(only if it is a working meal or has a speaker)</i>	X	
Banquet Room Rental <i>(only if it is a working meal or has a speaker)</i>	X	
Room Reset Fees	X	
Attrition		X

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AV		
LCD Projector	X	
Screen	X	
Microphones (Lapel, Podium, Hand-Held)	X	
Sound Mixer	X	
Computer Rental	X	
Teleprompter/Confidence Monitor	X	
Podium	X	
Internet Access	X	
AV Techs Fees	X	
Speakers		
Hotel Room (Room & Tax Only)	X	
Air Fare	X	
Per Diem	X	
Honorarium <i>(must be paid by the parent project)</i>	X	
Registration Fee	X	
Food & Beverage		
Continental Breakfast <i>(before sessions begin)</i>		X
AM Refreshment <i>(working - sessions before and after)</i>	X	
Lunch		X
Lunch <i>(only if it is a working meal or has a speaker - no alcohol must provide approval, include justification and post event notes)</i>	X	
PM Refreshment <i>(after sessions end for day)</i>		X
PM Refreshment <i>(working - sessions before and after)</i>	X	
Dinner		X
Dinner <i>(only if it is a working meal or has a speaker - sessions before and after - no alcohol)</i>	X	
Alcoholic Beverages (including certified server and corkage fees)		X
Meals for Guests		X
Wine and Cheese Break (Associated with Wine and Cheese Seminar)		X
Poster Session		
Poster Board Rental	X	
Poster Board Set up and Strike	X	
Thumb Tacks/Tape	X	
Food & Non-Alcoholic Beverages	X	

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Transportation		
Limousine Service from Airport to Hotel/Fermilab	x	
Chauffeured Airport Transfers		x
Transport from Hotel to Meeting Venue for working sessions and return to hotel	x	
Transportation to Non-Working Special Event		x
Lab Tours	x	
Entertainment/Special Events		
Entertainment (Tickets to Sporting Events, Concerts, Other Forms of Public Amusement)		x
Excursion Tours		x
Special Event Venues (Fees for parks, museums, etc...)		
Special Event Venues Space Rental (Mid-America Club, Aon Building; Art Institute; Shedd Aquarium; Boat Cruises, etc...)		x
Special Event Food & Beverage		x
Musicians		x
Misc		
Signage (<i>for scientific sessions</i>)	x	
Gifts, Door Prizes		x
Service Awards	x	
Decorative Items (flowers, balloons, etc.)		x