

USU EXTENSION

Budget and Cost Recovery Worksheet



Title of Event/Activity: _____
 Date of Event/Activity: _____
 Supervisor in Charge: _____
 Expected number of Participants: _____
 USU Banner Index for Deposits and Expenditures: _____

Budget prepared by: _____
 Date Prepared: _____

	Expenses	Explanation	Cost
Materials <i>Copies</i> <i>Workshop Supplies</i> <i>T-shirts</i> <i>etc.</i>			
Logistics <i>Transportation</i> <i>Advertising</i> <i>Agency support & services</i> <i>etc.</i>			
Equipment <i>Sound Systems</i> <i>Tables</i> <i>Arena Equip.</i> <i>Rentals</i>			
Hospitality <i>Meals</i> <i>Snacks</i> <i>Paper Goods</i> <i>etc.</i>			
Special Guest <i>Judges</i> <i>Speakers</i> <i>Presenters</i> <i>etc.</i>			
Other Personal <i>Overtime</i> <i>Hourly etc.</i>			
Total Direct Costs:			
Credits from Outside Sources:			
Net Cost for Event/Activity Program:			
Cost per participant:			