

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
<b>Site Visit</b>	X	
Air Fare	X	
Mileage	X	
Sleeping Room	X	
Per diem (over 12 hours)	X	
<b>Website/Promotion</b>		
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	
<b>Program/Content</b>		
Abstract Collection Software	X	
Printed Proceedings	X	
Proceedings on Memory Stick	X	
Printed Conference Program	X	
Published Proceedings	X	
<b>Registration</b>		
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
<b>Meeting Space (Hotel, Conference Center, etc...)</b>		
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	
<b>AV</b>		
LCD Projector	X	

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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	
<b>Speakers</b>		
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	
<b>Food &amp; Beverage</b>		
<b>Continental Breakfast <i>(before sessions begin)</i></b>		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)</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 bartender and corkage fees)		X
Meals for Guests		X
<b>Wine and Cheese Break (Associated with Wine and Cheese Seminar)</b>		X
<b>Poster Session</b>		
Poster Board Rental	X	
Poster Board Set up and Strike	X	
Thumb Tacks/Tape	X	
Food & Non-Alcoholic Beverages	X	
<b>Transportation</b>		
<b>Limousine Service from Airport to Hotel/Fermilab</b>	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	

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<b>Entertainment/Special Events</b>		
Entertainment (Tickets to Sporting Events, Concerts, Other Forms of Public Amusement)		x
Excursion Tours		x
Special Event Venues ( <i>Fees for parks, museums, etc...</i> )		
Special Event Venues Space Rental ( <i>Mid-America Club, Aon Building; Art Institute; Shedd Aquarium; Boat Cruises, etc...</i> )		x
Special Event Food & Beverage		x
Musicians		x
<b>Misc</b>		
Signage ( <i>for scientific sessions</i> )	x	
Gifts, Door Prizes		x
Service Awards	x	
Decorative Items (flowers, balloons, etc.)		x