

**ASSOCIATION FOR STUDENT CONDUCT ADMINISTRATION  
CIRCUIT EVENT  
BUDGET REPORT**

**INCOME**

Regular Registration

Fee \_\_\_\_\_ X # of attendees \_\_\_\_\_ = Total \_\_\_\_\_

Late Registration

Fee \_\_\_\_\_ X # of attendees \_\_\_\_\_ = Total \_\_\_\_\_

Other Income

Source \_\_\_\_\_ Amount \_\_\_\_\_ = Total \_\_\_\_\_

Source \_\_\_\_\_ Amount \_\_\_\_\_ = Total \_\_\_\_\_

**TOTAL INCOME:** \_\_\_\_\_

**EXPENSES**

Meals

Breakfast: \_\_\_\_\_ per person X \_\_\_\_\_ # of attendees = \_\_\_\_\_

Lunch: \_\_\_\_\_ per person X \_\_\_\_\_ # of attendees = \_\_\_\_\_

Dinner: \_\_\_\_\_ per person X \_\_\_\_\_ # of attendees = \_\_\_\_\_

Break: \_\_\_\_\_ per person X \_\_\_\_\_ # of attendees = \_\_\_\_\_

Speakers

Keynote Honorarium: \_\_\_\_\_

Keynote Travel: \_\_\_\_\_ (indicated type of travel: airfare,  
mileage, etc.)

Keynote Meals: \_\_\_\_\_

Session Presenters

Honorarium \_\_\_\_\_ per presenter

# of Presenters \_\_\_\_\_

TOTAL \_\_\_\_\_

Travel \_\_\_\_\_ per presenter

Meals \_\_\_\_\_ per presenter

Supplies (please itemize; examples: copies, notebooks, nametags, etc.)

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Facility Fees

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Other Expenses

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**TOTAL EXPENSES**

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**TOTAL INCOME**

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**LESS EXPENSES**

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Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

**Please email or fax a copy of this final budget report to the ASCA Central Office, 979.458.1714 or [beckym@asca.tamu.edu](mailto:beckym@asca.tamu.edu) within 30 days of the conclusion of the event.**