

AASLH ANNUAL MEETING BUDGET WORKSHEET (FIELDS IN GREY WILL FILL IN AUTOMATICALLY)

Adobe Reader Required to fill out form – [Download Free](#)

AASLH Conference Budget Items*	Grant Amount Request	Optional Match (if applicable)	Request & Match Total
Annual Meeting Tuition - Number Attending: <input type="text"/>			
1 year AASLH membership (Institutional Membership \$115)			
Travel Cost - Enter miles to and from conference: <input type="text"/>			
Lodging & Per diem			
Totals:			

Note: Travel Costs, lodging and per diem not available to residents within 90 miles of Saint Paul.
 Federal Mileage rate: 56.5¢ per mile
 Calculate Per Diem cost for meals reimbursement is the following:
 Breakfast=\$8.00 Lunch=\$10.00 Dinner=\$17.00

* Estimated Costs

Based on previous AASLH Conferences, the costs state below are approximate for planning purposes only. These costs will be finalized by AASLH in June 2014 as specific costs become known. Look at [previous conferences](#) to see how tours, workshops, evening events, and affinity groups schedule. Be sure to attend the AASLH Awards Banquet on Friday to cheer on the winners of awards. [Tips and Tricks for attending the conference.](#)

- | | |
|--|--|
| <input type="checkbox"/> Registration: \$305 | <input type="checkbox"/> Half Day Workshop: \$45 |
| <input type="checkbox"/> Day Long Tour: \$75 | <input type="checkbox"/> Evening Events (Weds. & Thurs.): \$55 each |
| <input type="checkbox"/> Day Long Workshop: \$75 | <input type="checkbox"/> Awards Banquet (Friday): \$55 |
| <input type="checkbox"/> Half Day Tour: \$45 | <input type="checkbox"/> Breakfast/Lunch Affinity Group Meetings: \$35 |

Supplemental Staff – Budget Items

Person/Title	Amount
Total:	

Note: If an employee, use the employee's current wage and benefits paid by the organization. If a volunteer, use the current minimum wage for non-skilled general labor.

Totals	Grant Amount Request
AASLH Annual Meeting total	
Supplemental Staff total	
Total Grant Request:	
Optional Match total	
Total Grant with Cash Match:	