

Reed College Opportunity Grants Budget Form

Student Name:				Expected Graduation:	
Reed ID:		Box Number:		Phone Number:	
Email:				Major:	
Faculty Sponsor Name:	Faculty sponsor has reviewed and approved your application materials.				

Title of Conference or Unique Exhibition:

Are you the presenting author? *Priority will be given to presenting students.*

Starting date and duration of activity:

Acquisition of an academic resource: *Resources will remain property of Reed College*

Outcome:

Student and faculty sponsor have explored the availability of department funds to support this opportunity.

Outcome:

BUDGET REQUEST

Purchases	Description of Item	Total Amount
Books, tapes, CDs, etc.		
Computer software		
Computer hardware		
Supplies		
Other (explain below)		

	Airfare		
	Accommodations (daily)		
	Per diem (food & ground transportation)	days x \$55 per day	
	Miscellaneous		
	Registration and /or other fees		
	Printing, Photocopying		
	Other (explain below)		
	Total Proposal Budget (very important)		
	Less: Total from department or other source. <i>(Faculty sponsor must verify that an attempt has been made to secure departmental funds)</i>		
			Total Requested:

Budget Explanation (if not self-evident):