

**Sample of Colloquium/Speaker event expenses to consider when submitting budget:**

Description of Expense	Average Amounts										
<p><b>Airfare/Other Travel</b> Whenever possible organize thru Eth Studies Admin Office. Connexus-UC's travel program keeps travel costs contained by providing a wide range of booking options for airfare, hotel, and car rental at discounted rates.</p>	<p>West Coast: \$350 RT Mid-West: \$450 RT East Coast: \$600 RT (depending on arrival/departure requirements)</p>										
<p><b>Hotel</b></p>	<p>\$200 (taxes/parking) /per night</p>										
<p><b>Meals &amp; Entertainment Reimbursement.</b> When an expense exceeds the per-person maximum provided in this chart, it is special entertainment, which:</p> <ul style="list-style-type: none"> <li>▪ Cannot be charged against state or federal funds</li> <li>▪ Requires approval from the vice chancellor</li> </ul>	<p>The maximum amount per person that can be reimbursed for allowable meeting and entertainment occasions varies depending on the meal:</p> <table border="1" data-bbox="732 768 1224 1079"> <thead> <tr> <th data-bbox="732 768 964 848">Meal Type</th> <th data-bbox="964 768 1224 848">Beginning March 1, 2012</th> </tr> </thead> <tbody> <tr> <td data-bbox="732 848 964 905">Breakfast</td> <td data-bbox="964 848 1224 905">\$26 (no change)</td> </tr> <tr> <td data-bbox="732 905 964 961">Lunch</td> <td data-bbox="964 905 1224 961">\$45</td> </tr> <tr> <td data-bbox="732 961 964 1018">Dinner</td> <td data-bbox="964 961 1224 1018">\$78</td> </tr> <tr> <td data-bbox="732 1018 964 1079">Light refreshment</td> <td data-bbox="964 1018 1224 1079">\$18</td> </tr> </tbody> </table>	Meal Type	Beginning March 1, 2012	Breakfast	\$26 (no change)	Lunch	\$45	Dinner	\$78	Light refreshment	\$18
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<p><b>Honorarium</b></p>	<p>A typical honorarium amount is \$250-\$500 per day, depending on the fund source and expertise of the speaker. Honoraria charged to 19900A funds are limited to \$250 per event day, for a maximum of 10 days. Amounts in excess of \$250 per day require academic personnel approval.</p>										
<p><b>Facilities Rental Fees</b></p>	<p>\$0 -\$200 (depending on venue/location)</p>										
<p><b>AV Equipment/Tech Support</b></p>	<p>Delivery &amp; Retrieval / Operate \$65.00/hr Late Orders &amp; Changes Fee (within 48 hours) \$29.00/each Late Orders &amp; Changes Fee (within 4 hours) \$40.00/each Video Editing \$70.00/hour</p>										
<p><b>UCSD Housing &amp; Dining</b></p>	<p>\$300 – \$500 for 90 people</p>										
<p><b>Promotional Material/Advertising</b></p>	<p>\$200</p>										