

## Helena K for Sunday BDA Phone

### Delegate Spending Plan Worksheet

Funds Available	Example only	Planned	Actual
Group GSR/Intergroup ISR Funds			
John H. Scholarship			
Other			
<b>Total</b>			
Expenses: Category & Item	Example only	Planned	Actual
<b>A. Conference Registration and Meals</b>			
Postmarked or emailed on or before July 7, 2020 (\$755.00)	755.00	755.00	
Postmarked or emailed July 8 to July 21, 2020 (\$855.00)			
<b>B. Lodging 4 nights: Double (\$297.04), Single (\$594.08)*</b>	297.04	594.08	
<b>C. Transportation:</b>			
Airplane, train, gas, tolls, etc.	350.00	40.00	
Transportation from home to local airport (Outgoing)	35.00		
Transportation from airport to hotel	0		
Transportation from hotel to airport	0		
Transportation from local airport to home (Return)	35.00		
Transportation at Conference (taxi, car, public transportation, etc.)	20.00	20.00	
Other			
<b>D. Meals (other than meal package included in registration)</b>			
Outgoing travel meals	45.75		
Return travel meals	45.75		
Friday evening meal	26.00	26.00	
Other <span style="background-color: yellow;">Friday night offsite activity with host committee</span>		50.00	
<b>E. Fellowship Day registration fee</b>	15.00	15.00	
<b>F. Gala Dinner / Talent Show / Dance</b>	60.00	60.00	
<b>G. Tips and Gratuities</b>			
Tips for lodging	25.00	25.00	
Tips for transportation	5.00	5.00	
Tips for meals	25.00	25.00	
<b>H. Miscellaneous Expenses</b>			
Seventh Tradition (A basket will be available at the Convocation.)	20.00	50.00	
Donation to John H. Scholarship Fund	15.00		
D.A. literature	45.00		
Other			
<b>Subtotal</b>	<b>1,819.54</b>	1665.08	
<b>I. Travel Contingency (8% of subtotal of all estimated expenses)</b>	55.75	134.92	
<b>Total</b>	<b>\$1,875.29</b>	<b>1800.00</b>	

\*Lodging rates pending availability. Please reserve hotel rooms early.