

Professional Reed Opportunity Grant (PROG) Budget Form

Name:		Date Graduated:	
Reed ID:		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):