

# Reed College Opportunity Grant Budget Form

Name:		Expected Graduation:	
Reed ID:	Box Number:	Phone Number:	
Email:	Major:		
Faculty Sponsor:	<input type="checkbox"/> Faculty sponsor has reviewed and approved your application.		

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*

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

Outcome:

## Budget Request

Purchase	Description	Total Amount
Books and other media		
Computer software		
Computer hardware		
Supplies		
Other (explain below)		

<b>Travel</b>		
Airfare		
Accommodations (daily)		
Food & ground transportation	days x \$70 per day	

<b>Miscellaneous</b>		
Registration and/or other fees		
Printing, Photocopying		
Other (explain below)		
<b>Total Proposal Budget (very important)</b>		
Less: Total from department or other source. <i>(Faculty sponsor must verify that an attempt has been made to secure departmental funds)</i>		
	<b>Total Requested (Maximum of \$1,700)</b>	

Budget Justification: