

NORTH CAROLINA LIBRARY ASSOCIATION PROJECT GRANTS APPLICATION WORKSHEET

Use this sheet to calculate fees and expenses for guest speakers and presenters. Use a separate sheet for each speaker or presenter. Attach application worksheet(s) to application when submitting.

SPEAKER'S NAME _____

Contact Name _____

Address _____

Telephone _____ E-mail _____

TRANSPORTATION

Speaker will be coming from _____

going to _____

- By air/airline _____ Ticket cost (Coach rate only - estimated at time of application) (If ticket is purchased by speaker, reimbursement will be issued upon receipt of photocopy of ticket or travel agent's invoice. Reimbursement will be paid at coach rates.) \$ _____
- By car _____ miles x .445 per mile (not to exceed regular coach airfare) \$ _____
- Other \$ _____
- Cabs or other ground transportation \$ _____

HONORARIUM OR FEE (A letter stating the honorarium or fee must be attached. A signed contract is required and must be sent to the treasurer before the check will be issued.) \$ _____

LODGING hotel _____
(estimated) _____ nights @ _____ = \$ _____

MEALS (estimated) \$ _____

_____ breakfast(s) @ _____ = \$ _____

_____ lunch(es) @ _____ = \$ _____

_____ dinner(s) @ _____ = \$ _____

banquet(s) or official meal function(s) \$ _____

MISCELLANEOUS

- Telecommunication costs (telephone calls, etc.) \$ _____
- Hospitality (flowers, fruit, etc.) \$ _____
- Other: _____ \$ _____
- _____ \$ _____

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TOTAL \$ _____