

# Conference Budget Request Form Sample

This **conference budget request form sample** provides a clear and organized method to itemize and justify expenses for upcoming conferences. It includes a detailed funding breakdown, ensuring transparency and effective allocation of resources. Utilizing this template helps streamline the approval process and supports accurate financial planning.

## A. Conference Details

Conference Name:	_____
Conference Dates:	_____
Location:	_____
Attendee Name(s):	_____
Department/Unit:	_____

## B. Funding Breakdown & Justification

Expense Category	Amount (\$)	Justification	Funding Source(s)
Conference Registration	_____	Required to attend sessions and workshops	<ul style="list-style-type: none"><li>• Department</li><li>• Grant</li><li>• Other: _____</li></ul>
Travel (Airfare/Train)	_____	Transportation to and from conference venue	<ul style="list-style-type: none"><li>• Department</li><li>• Grant</li><li>• Other: _____</li></ul>
Accommodation	_____	Lodging during conference dates	<ul style="list-style-type: none"><li>• Department</li><li>• Grant</li><li>• Other: _____</li></ul>
Meals & Incidentals	_____	Daily per diem and incidental expenses	<ul style="list-style-type: none"><li>• Department</li><li>• Grant</li><li>• Other: _____</li></ul>
Other (Specify): _____	_____	_____	<ul style="list-style-type: none"><li>• Department</li><li>• Grant</li><li>• Other: _____</li></ul>
Total Requested	_____		

## C. Additional Comments / Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## D. Approvals

**Requester Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor/Dept. Head  
Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Finance/Administrative Approval:**

\_\_\_\_\_ Date: \_\_\_\_\_