

Name of portfolio:	
---------------------------	--

Expenses projected	
	R
Travel	R 4 500,00
Flights	
Local transport cost (petrol)	
Other	R 1 000,00
University vehicles	R 3 500,00
Accommodation	R 12 100,00
Accommodation	R 12 100,00
Catering and Entertainment	R 13 800,00
Meals	R 6 000,00
Other	R 300,00
Snacks	R 5 000,00
Drinks	
Catering other	R 2 000,00
Entertainment	
Hiring cutlery and crockery	R 500,00

This serves as an outline to get you to think of what you will need to fund. Everything won't be applicable to everyone, so just leave it out if it does not fa Please feel free to ask me if you are unsure.

ABR

	R	
Equipment	R	500,00
Hiring equipment	R	500,00
Buying equipment		
Tables		
Chairs		
		Advertising/Marketing
		Newspaper
		Internet/E-mail
		Pamphlets/Brochures
		Other
		Events
		Venue
Projects	R	12 800,00
Managers	R	6 000,00
Advertisement	R	500,00
Stationary	R	500,00
Printing	R	1 000,00
Speakers		
Hiring building		
Other (ABR gift - pen)	R	4 800,00
		(Other) Please describe
Unforeseen expenses		
discretionary funds	about 10% of budget	

does not fall under your portfolio or doesn't apply to you.

--

R
R 6 300,00
R 2 000,00
R 4 300,00
R 5 000,00
R 4 000,00
R 500,00
R 500,00
R -