**BUDGET TABLE**

*Please complete the budget table provided below and provide a detailed description of each budgeted item. Note instructions given in the form, and allowable expenses listed below.*

| **Budget Item** | **Description\*** | **Costs\*** |
| --- | --- | --- |
| 1. Fees: Any fees associated with the educational activity/program or event |  |  |
| 1. Travel (Air fare, mileage, etc.) |  |  |
| 1. Hotel (rate x # of nights) |  |  |
| 1. Per Diem: Costs associated with meals and incidental expenses. |  |  |
| 1. Other (ground transportation, parking, supplies etc.) |  |  |
| Total Direct Costs (TDC)  (A+B+C+D+E) |  |  |
| Indirect Costs (IDC) (MTDC\*x%) |  |  |
| **Total (TDC + IDC)** |  |  |

**Allowable expenses:** Personnel, equipment, supplies, travel and other costs such as reproduction of materials, software, Internet service provider fees. These are examples only and are not meant to be all-inclusive. Expenses are also allowed to publicize a health information service, event or resource, including National Library of Medicine (NLM) or Network of the National Library of Medicine (NNLM) resources or services, but the allowable costs are limited to educational materials or publicity, such as posters, displays, flyers, bookmarks, or brochures.

**Non-allowable expenses:** Furniture is not allowed and food is not allowed.

**Indirect Costs (IDC) or Facilities and Administrative (F&A) Costs:** Indirect cost (IDC)/F&A can be included based on your institution's federally approved IDC agreement (non-research rates apply). A 10% MTDC rate may be used if no IDC agreement exists

\*Required field