

WORKSHOP BUDGET EXPENDITURE FORMAT

1. Consumables/Software's for hands on training:
 - i. Item name and number-
 - ii. Estimated cost (submit any documentary proof that shows projected cost such as estimate from the authentic vendors/companies/GeM)-
 - iii. Purpose with Justification-

2. Venue cost: Detailed breakup with justification:

3. Food and Accommodation of the Experts/participants:

4. Travel airfare/local transport from airport to hotel and workshop venue (to and fro) only for Speakers:
 - i. Airfare charges per speaker=
 - ii. Local transport allowance/day=

5. Honorarium for Speakers @ of Rs. 4000/day/speaker:
 - i.
 - ii.
 - iii.
 - iv.

6. Stationary and printing charges for workshop (as per rules):
 - i. Information brochure
 - ii. Mementoes for speakers
 - iii. Participation certificates
 - iv. Stationary kit for participants

Grand Total
