

Please see below a budget example.

Financial breakdown (State total sum requested and include a breakdown of expenditure in the form following the example below if possible).

Event participants number: 30

Event hire: *This venue is available at no cost. If unavailable, an alternative teaching space within the university will host the event.*

Refreshments (via university delivered catering service, prices from university website)

Bag of crisps 150g	£2.75 (x5)	£13.75
White wine	£10.50 (x5)	£52.50
Red wine	£10.50 (x5)	£52.50
Glass bottle of still mineral water	£2.75 (x20)	£55
Mix fruit juice	£2.90 (x10)	£29
TOTAL		£202.75

Speakers travel

Return train ticket from London	£100
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Prize

Bingo prize (book voucher)	£10
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TOTAL COST: £322.75