

### AAS-EPD Mini-Grant Program Expenses

The AAS understands that proposers are estimating some of these expenses; however, all expenses are reimbursed based on actual costs with receipts. Please keep and submit original receipts for reimbursement. The grants manager, named in the proposal, is the only person who will be submitting receipts for reimbursement to the AAS after they have reviewed expenses/receipts.

<i>Expense Items</i>	<i>Amount Limit</i>	<i>Your Budget</i>	<i>Justification</i>
<b>Travel Expenses</b>			
Airfare		\$ 1,500	\$700, \$50 luggage fee; 2 presenters
Hotel* (*The approximate per-night room rate for the Seattle AAS meeting is \$182/night, plus 15.6% tax, plus \$2 hotel fee. Those submitting proposals for activities to be held at the Seattle AAS meeting must stay in the AAS hotel block for this to be a reimbursable expense, so proposers should use this rate in their budget for estimating hotel expenses. Those submitting proposals for activities outside of an AAS meeting should investigate these costs at their proposed activity's location and budget for them accordingly.)		\$ 900	Hotel (2 nights @ \$182/night, 15.6% tax, \$2 hotel fee; \$25 travel agency charge, per presenter, 2 presenters)
Cab fare		\$ 280	4 @ \$35 per presenter, 2 presenters
Parking			
Meals* (*Meals, as with all other budget expenses to be reimbursed, are reimbursed based on actual costs and require original receipts for reimbursement. The maximum allowed amount for meals is \$30.00 for breakfast, \$20.00 for lunch, and \$15.00 for dinner. PLEASE KEEP ALL MEAL RECEIPTS!)		\$ 130	2 days @ \$65 estimated per day, 2 presenters
AAS Meeting Registration* (*Meeting registration is required for activities proposed to be carried out at AAS meetings, and may be required for activities proposed to be held at other venues. For those submitting a proposal that includes a workshop at an AAS meeting, the recent cost for AAS one-day, on-time, member meeting registration has been \$304; AAS full-meeting, on-time, member meeting registration has been \$560. Please use these past rates in your budget for estimating meeting registration -- the actual registration rate (as long as it is on-time) will be reimbursed. Those submitting proposals for activities outside of an AAS meeting should investigate these charges at their proposed activity's location and budget for them accordingly.)	TBD	\$ 612	AAS member one-day registration; \$306 per presenter; 2 presenters
Other			
<b>Workshop/Activity Expenses</b>			
AAS Admin Fee* (*This fee is required for workshops proposed to be held at an AAS meeting. Those submitting proposals for activities outside of an AAS meeting should investigate these charges at their proposed activity's location and budget for them accordingly.)	\$ 500	\$ 500	required for AAS workshops
Workshop Materials		\$ 100	\$100/workshop day; one-day workshop
Shipping/Receiving* (*Shipping/Receiving charges, especially receiving charges, can be quite costly! Check with your intended shipper/receiver to estimate costs, including especially when you are shipping to a hotel or conference venue.)		\$ 100	2 ~ 30 pound boxes, \$50 shipping, \$50 receiving
Other			
<b>AV Equipment Expenses*</b> (*These estimates are based on actual AV costs for workshops proposed to be held at the Seattle AAS meeting in January 2019. Those submitting a proposal that includes a workshop at an AAS meeting should use these charges when creating their budget. Those submitting proposals for activities outside of an AAS meeting should investigate these charges at their proposed activity's location and budget for them accordingly.)			
Audio Visual Labor Fee (only if AV is ordered)	\$ 50	\$ 50	
LCD Projector with 8' screen (<50 people)* (*To reduce costs, you are welcome to bring your own projector to workshops proposed to be held at an AAS meeting! Those submitting proposals for activities outside of an AAS meeting should investigate these charges at their proposed activity's location and budget for them accordingly.)	\$ 425		
LCD Projector with 16.9' screen (>50 people)* (*To reduce costs, you are welcome to bring your own projector! Those submitting proposals for activities outside of an AAS meeting should investigate these charges at their proposed activity's location and budget for them accordingly.)	\$ 675		
Projector Support Package* (<50 people)* (*For workshops proposed to be held at an AAS meeting, this fee is required if a projector is used, regardless of whether you bring your own projector or rent one. Those submitting proposals for activities outside of an AAS meeting should investigate these charges at their proposed activity's location and budget for them accordingly.)	\$ 125	\$ 125	Bringing my own projector

Projector Support Package* (>50 people)* (*For workshops proposed to be held at an AAS meeting, this fee is required if a projector is used, regardless of whether you bring your own projector or rent one. Those submitting proposals for activities outside of an AAS meeting should investigate these charges at their proposed activity's location and budget for them accordingly.)	\$	300		
Windows Laptop	\$	150		
MacBook Laptop	\$	150		
Video Conferencing (requires sound system)	\$	25		
Polycom Speakerphone (no sound system required)	\$	465		
Telephone Audio Interface (requires sound system)	\$	400		
Sound from laptop through portable speakers	\$	20		
Sound from laptop through existing sound system	\$	45		
Sound System (<50 people) required if any audio is ordered	\$	75		
Sound System (>50 people) required if any audio is ordered	\$	150		
Podium Microphone	\$	35	\$	35
Tabletop Microphone	\$	35		
Wired Handheld Microphone	\$	40		
Wireless Handheld Microphone	\$	100		
Wireless lavalier (lapel) Microphone	\$	100		
Mixing Board (1-6 microphones) required if microphones are ordered	\$	55		
Mixing Board (7-10 microphones) required if microphones are ordered	\$	110		
Slide Advancer (aka clicker, laser pointer)	\$	30		
Flipchart w/Markers & Stand	\$	35		
8' Poster Board	\$	75		
White Board	\$	70		
Cork Board	\$	70		
One internet hard drop for presenter* (*The final cost for this has not been set yet for the Seattle AAS meeting in January 2019, but this is a costly item averaging about/greater than \$500.)		TBD		
Wireless internet for presenter(s) & attendees (pricing upon request)* (*The final cost for this has not been set yet for the Seattle AAS meeting in January 2019, but this is a costly item averaging about/greater than \$500 for a single, "presenter only" drop, and goes up accordingly.)		TBD		
<b>Total amount requested</b>	\$	-	\$	4,332