

TITLE OF ACTIVITY: _____

TYPE OF ACTIVITY:

☐ SEMINAR/
WORKSHOP/ FORUM☐ LEARNING SESSIONS
IN THE CONVENTION☐ EDUCATIONAL TOUR☐ OTHERS (Please specify)

DATE: _____

VENUE: _____

TARGET NO. OF PARTICIPANTS: _____

BREAKDOWN OF EXPENSES:

EXPENSE ITEMS	DETAILS OF THE EXPENSES	AMOUNT
1. Venue		
2. Meals		
3. Honoraria a. Speaker (or panel of experts) b. Facilitator c. Moderator/ Master of Ceremony d. Secretariat		
4. Itemized materials (e.g. hand book/ handouts, certificates, pencil and papers, seminar kits, ink for printers)		
5. Advertising expenses		
6. Transportation a. Speaker/s b. Staff		
7. Accommodation (for the speaker)		
8. Processing Fee (Accreditation Fee)		
9. Supplies and Equipment		
10. Laboratory		
11. VAT (12%)		
12. Entrance fees (for museum, heritage/ historical sites, cultural centers, exhibits, geographical sites, other sites, etc.)		
13. Tour guide/ Facilitator's fee		
14. Miscellaneous (Please specify)		

TOTAL EXPENSES: _____