

# Conference Meeting Budget Summary Form

Conference Name

Date

Location

Organizer

Contact Details

## Budget Details

Item/Category	Estimated Cost	Actual Cost
Venue Rental		
Catering		
Audio/Visual Equipment		
Travel & Accommodation		
Marketing & Promotion		
Speaker Fees/Honorarium		
Office Supplies/Printing		
Other (please specify):		

## Summary

Total Estimated Budget	
Total Actual Expenses	
Variance (Estimated - Actual)	

## Comments/Notes

## Important Notes:

- This form provides a quick overview of estimated and actual costs for conference-related expenses.
- It assists in budget planning, financial monitoring, and post-event analysis for future improvements.
- Be as specific as possible for each item/category; add more rows if necessary.
- Keep supporting documents or receipts for auditing and record-keeping purposes.
- Review and update the form as costs are finalized before and after the event.

