

SORF Budget Reconciliation Worksheet: **EVENTS/PROGRAMS**

Event Title: _____

Note only fill out this page if you are reconciling for an Event

- **Actual Amount** must match receipt/proof of purchase.
- **Update any changes of vendor and other details.**
- **Refer to your original budget proposal for Amount Requested, do not guess.**
- **Funds requested for one expense cannot be transferred to fund another Expense. For example, if you requested \$300 for Facility Rental and \$500 for Film License, you cannot use all \$800 for Facility Rental and skip the Film License. Funds will be recaptured proportionally.**
- **Copies of all receipts must be submitted with this document to Student Involvement.**

Contracted Services or Performer	Name of Vendor/Performer	Original Amount Requested \$	Actual Amount \$
Facility Rental	Name of Facility & Location	Original Amount Requested \$	Actual Amount \$
Film License Rental	Name of Licensing Co. & Title of Film	Original Amount Requested \$	Actual Amount \$
Food/Catering Costs	Name of Caterer/Vendor & List of Food	Original Amount Requested \$	Actual Amount \$
Printing Services (i.e. printed programs, flyers)	Name of Printer & Product Details	Original Amount Requested \$	Actual Amount \$
Promotions (i.e. giveaways, t-shirts)	Name of Vendor & Product Details	Original Amount Requested \$	Actual Amount \$
Security	Security Company & Contract Details	Original Amount Requested \$	Actual Amount \$
Transportation	Name of Vendor & Rental Details	Original Amount Requested \$	Actual Amount \$
ACTUAL TOTAL EXPENSES (100% of Final Cost of Event)			\$
SORF FUNDING RECEIVED (leave blank - to be entered by SORF)			\$

SORF Budget Reconciliation Worksheet: TRIP/TRAVEL

Trip Name & Destination: _____

Actual # of Student Travelers: _____ **Actual # of Chaperones:** _____

Note only fill out this page if you are reconciling for a Trip

- **Actual Amount** must match receipt/proof of purchase.
- Update any changes including # of travelers, vendors, and other details.
- Refer to your original budget proposal for **Amount Requested**, do not guess.
- Funds requested for one expense cannot be transferred to fund another Expense. For example, if you requested \$500 for Airfare and \$300 for Meals, you cannot use all \$800 for Airfare and skip the Meals. Funds will be recaptured proportionally.
- **Copies of all receipts must be submitted with this document to Student Involvement.**

Admission	Organized activity details	Cost per traveler		Original Amount Requested \$	Actual Amount \$
Airfare <small>(Only eligible for trips 7+ hours driving)</small>	Airline & travel company, airports	Cost per traveler		Original Amount Requested \$	Actual Amount \$
Charter Bus / Professional Transportation Rental	Company, # & type of vehicles	Cost details		Original Amount Requested \$	Actual Amount \$
Car Rental & Fuel <small>(Enterprise/National Car Rental)</small>	Rental company, authorized driver names(21+), # and type of vehicles	Estimated fuel cost (include mileage)	Cost details	Original Amount Requested \$	Actual Amount of rental + fuel \$
Conference Registration <small>(Annual Membership fees are not eligible)</small>	Name of conference, # of delegates	Cost of registration per delegate		Original Amount Requested \$	Actual Amount \$
Team Registration <small>(When competing as a team/group)</small>	Competition details, # of participants in team	Cost details		Original Amount Requested \$	Actual Amount \$
Hotel Rooms <small>(Does not include incidentals, service)</small>	# of nights, # of rooms, # of delegates per room	Cost per room	Cost per delegate	Original Amount Requested \$	Actual Amount \$
Meals Based on federal per diem rates www.gsa.gov/perdiem	# of delegates, # of travel days	Per diem amounts		Original Amount Requested \$	Actual Amount \$
Parking	Locations, # of vehicles	Cost details		Original Amount Requested \$	Actual Amount \$
Personal Mileage Reimbursement \$0.655 as of Jan. 2023 <small>(Only eligible up to 250 miles each way)</small>	Driver names, # of passengers per car, destinations	# of vehicles	# of miles	Original Amount Requested \$	Actual Amount \$
Ground Transportation <small>(Public Transit, Taxis to/from airport, ride share services like Uber/Lyft)</small>	Method of Transit	Cost details		Original Amount Requested \$	Actual Amount \$
ACTUAL TOTAL EXPENSES (100% of Final Cost)				\$	
SORF FUNDING RECEIVED <small>(leave blank - to be entered by SORF)</small>				\$	

SORF Budget Reconciliation Worksheet: **EQUIPMENT**

Equipment Requested: _____

Note only fill out this page if you are reconciling for Equipment

- **Actual Amount** must match receipt/proof of purchase.
- Update any changes including vendor and other details.
- Refer to your original budget proposal for **Amount Requested**, do not guess.
- Funds requested for one expense cannot be transferred to fund another Expense.
- **Copies of all receipts must be submitted with this document to Student Involvement.**

Equipment Vendor	Name of Vendor & Cost Details	Original Amount Requested \$	Actual Amount \$
Other	Cost Details	Original Amount Requested \$	Actual Amount \$
ACTUAL TOTAL EXPENSES (100% of Final Cost)		\$	
SORF FUNDING RECEIVED (leave blank - to be entered by SORF)		\$	