**BAAL / Cambridge University Press Seminar**

**Sample financial plan (for guidance only)**

**Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Travel costs for keynote speakers[[1]](#footnote-1) | | |
| Speaker 1 | Bus (£…) | £ |
| Speaker 2 | Train (£…) | £ |
| Speaker 3 | Bus (£…) | £ |
| Speaker 4 | Train (£…) | £ |
| 2 | Rooms for keynote speakers | 4 speakers @ £… per night for 1 night | £ |
| 3 | Subsistence | 25 delegates @ £… per day for 2 days | £ |
| 4 | Programme and abstract booklet | 25 copies @ £… per booklet | £ |
| 5 | Seminar dinner | 25 delegates @ £… per dinner | £ |
| 6 | Secretarial support | 20 hours @£… per hour | £ |
| 7 | Technical support | 10 hours @ £… per hour | £ |
| 8 | Room booking charge | 2 days @ £… per day | £ |
| 9 | Scholarship | 1 scholarship @ £… | £ |
| **Total costs** | | | £ |

**Income**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Grants | Grant 1 | £ |
| Grant 2 | £ |
| 2 | Seminar fees[[2]](#footnote-2) | 5 @ £… (BAAL members / reduced rate – student, retired, unemployed) | £ |
| 10 @ £… (BAAL members / regular rate) | £ |
| 5 @ £… (Non-BAAL members / reduced rate – student, retired, unemployed) | £ |
| 10 @ £… (Non-BAAL members / regular rate) | £ |
| **Total income** | | | £ |

1. Please note that this is simply an example. The sample financial plan does **not** mean that two speakers have to travel by bus and two speakers have to travel by train. Means of transportation (if applicable and needed) should be chosen according to individual guests’ needs. However, BAAL encourages applicants to consider sustainability and environmental matters when selecting means of transportation for guest speakers.

   In line with BAAL’s practice, honoraria are **not** eligible expenditures, and gift expenses are limited to a maximum of £50 per guest speaker. [↑](#footnote-ref-1)
2. There should be four different registration categories as indicated in this sample plan. [↑](#footnote-ref-2)