

PIKES Internal Worksheets

Event Title:		Task No:		Printed On:
Other Direct Costs	No. Attendee	Amt. Day/Hr.	No. of Days	Total
I. Participants Expenses				
A. Participants Per Diem Costs Lodging				
Lodging				
Lodging Tax				
Meals (Per Diem)				
Meals (Per Diem __%)				
TOTAL PER DIEM=				
B. Participants Air and Ground Travel Costs				
Air Travel				
East Coast				
West Coast				
Outside USA				
TOTAL AIR TRAVEL=				
Ground Travel				
Rental				
Taxi				
Mileage & Parking				
Bus Transportation				
Other				
TOTAL GROUND TRAVEL=				
I. TOTAL PARTICIPANTS EXPENSES=				
II. Material and Equipment				
A. Supplies/Materials				
Disk(s)				
Envelope(s)				
Folder(s)				
Marker(s)				
Pad of Paper				
Pen(s)				
Portfolio(s)				
Ribbon(s)				
Transparencies				
Other				
TOTAL SUPPLIES/MATERIALS=				

Comments:

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Task No:

	No. Attendee	Amt. Day/Hr.	No. of Days	Total
B. Equipment Rental				
Copier				
Copier Deliver Charge				
Fax Machine				
Wireless Hub				
Internet Line(s)				
Laptop(s)				
Poster Board(s)				
Printer(s)				
Equipment Delivery				
Telephone Line (s)				
Other				
TOTAL EQUIPMENT RENTAL=				
II. TOTAL MATERIAL AND EQUIPMENT=				

III. Conference Expenses

A. Conference Rooms/Food Functions

General Session				
Breakout Room(s)				
Breakout Room(s)				
Breakout Room(s)				
Meeting Package(s)				
Meeting Package(s)				
AM Break(s)				
AM Break(s)				
PM Break(s)				
PM Break(s)				
Lunch				
Lunch				
Dinner				
Reception				
Other				
TOTAL CONFERENCE ROOMS=				

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Task No:

	No. Attendee	Amt. Day/Hr.	No. of Days	Total
B. Audio-Visual Equipment				
Easels				
Flipchart(s)				
Laser Pointer(s)				
LCD Projector(s)				
LCD Projector(s)				
Microphone(s)				
Microphone(s)				
Microphone(s)				
Mixer(s)				
Overhead(s)				
Overhead(s)				
Podium(s)				
Screen(s)				
Screen(s)				
Set-up Fee(s)				
Speaker Phone				
Technician (onsite)				
TV Monitor/VCR				
2-Way Radio				
Other				
TOTAL AUDIO-VISUAL EQUIPMENT=				
III. TOTAL CONFERENCE EXPENSES=				

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	No. Attendee	Amt. Day/Hr.	No. of Days	Total
Parking				
Trips to NASA HQ				
Trips to GSFC				
Misc. Trips				
TOTAL SUB STAFF LOCAL TRAVEL=				
IV. TOTAL CONTRACTOR TRAVEL=				

V. Miscellaneous Expenses

A. Consultants

Minute Recorder				
Minute Recorder				
Honorarium				
Honorarium				
Other (consultant)				
TOTAL CONSULTANTS AND HONORARIUM COSTS=				

B. Temporaries

Temp(s)				
Temp(s)				
TOTAL TEMPORARIES COSTS=				

C. Duplication

Photocopies				
Color copies				
Other-Duplication and Binding				
TOTAL DUPLICATION COSTS=				

D. Telephone

Attendee Calls				
Onsite Telephone Calls				
Facsimile \$ __/transmissions				
TOTAL TELEPHONE COSTS=				

E. Postage

Domestic Mail				
Foreign Mail				
Overnight Mail				
Other				
TOTAL POSTAGE COSTS=				

Comments:

