

To: Dr. John Ernst
 Re: WVMEA Budget Proposal
 Date: 1/31/19

WVMEA BUDGET PROPOSAL

Item	Description	Quantity	Cost
Table	Exhibit hall display space	1	\$330.00
Lodging	Per night room rate - \$165	3	\$450.00
Transportation	Personal Vehicle Mileage Rate (IRS-2019) - \$0.58/mile	234	\$135.72
3/6 Meals	Per person dinner <i>per diem</i> - \$18 x 2 people = \$36	1	\$36.00
3/7 Meals	Per person full day <i>per diem</i> - \$36 x 2 people = \$72	1	\$72.00
3/8 Meals	Per person full day <i>per diem</i> - \$36 x 2 people = \$72	1	\$72.00
3/9 Meals	Per person breakfast/lunch <i>per diem</i> - \$18 x 2 people = \$36	1	\$36.00

Possible Variations

Item	Description		Adjustment
Meals	1 person attending instead of 2		(90.00)
Meals	Departure/return times may negate need for certain meals		(30.00)
Lodging	Conference schedule may allow to remove 1 night from stay		(150.00)

HIGH END TOTAL BUDGET ESTIMATE	1,131.72
LOW END TOTAL BUDGET ESTIMATE	861.72