



District #: 55  
 Budget Currency: USD  
 Fiscal Year 2015-2016

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
Membership revenue	921	1,485	17,144	8,485	2,750	989	1,762	1,634	19,566	7,683	2,830	3,472	68,721
Conference revenue	-	-	-	-	27,220	-	-	-	-	-	31,800	-	59,020
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	-	-	3,500	1,750	-	-	-	-	5,250
District store revenue	-	-	-	-	500	-	-	-	-	-	500	-	1,000
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total revenue</b>	<b>921</b>	<b>1,485</b>	<b>17,144</b>	<b>8,485</b>	<b>30,470</b>	<b>989</b>	<b>5,262</b>	<b>3,384</b>	<b>19,566</b>	<b>7,683</b>	<b>35,130</b>	<b>3,472</b>	<b>133,991</b>
Conference expense	-	-	-	-	23,975	-	-	-	-	-	25,975	-	49,950
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	2,190	-	-	-	-	-	5,090	-	-	-	-	-	7,280
District store expense	-	-	750	500	-	-	-	-	-	500	-	-	1,750
Marketing expense	4,784	625	2,405	5,570	2,900	1,150	450	550	630	425	675	1,775	21,939
Communications & public relations expen	2,707	-	150	888	-	-	150	-	-	-	-	-	3,895
Education & training expense	5,567	300	1,200	-	9,670	1,250	600	-	600	1,800	2,650	5,785	29,422
Speech contest expense	-	-	4,300	200	-	-	-	4,300	200	-	-	-	9,000
Administration expense	710	135	2,485	285	285	335	135	135	185	335	135	185	5,345
Travel expense	5,710	9,425	730	150	2,555	1,400	3,165	520	745	150	3,075	3,375	31,000
Other expense	-	-	-	-	-	-	-	-	-	-	-	-	-
	21,668	10,485	12,020	7,593	39,385	4,135	9,590	5,505	2,360	3,210	32,510	11,120	159,581
District net income/(loss)	(20,747)	(9,000)	5,124	892	(8,915)	(3,146)	(4,328)	(2,121)	17,206	4,473	2,620	(7,648)	(25,590)

We, the undersigned, certify that this budget and narrative cover estimated receipts and expenditures for the district year. This budget directs the financial resources entrusted to the district toward achieving the district mission and will be presented to the district council for approval at its next meeting.

District Director	Date
Program Quality Director	Date
Club Growth Director	Date
Finance Manager	Date

	Total	Budget	% Policy Max
Conference expense	49,950		
Fundraising expense	-		
District store expense	1,750		
Marketing expense	21,939		
	<b>73,639</b>	<b>46.1%</b>	<b>Unlimited</b>
TLI expense	7,280		
Education & training expense	29,422		
	<b>36,702</b>	<b>23.0%</b>	<b>30.0%</b>
Communications & public relations expense	3,895	2.4%	25.0%
Speech contest expense	9,000	5.6%	10.0%
Administration expense	5,345	3.3%	20.0%
Travel expense	31,000	19.4%	30.0%
Other expense	-	0.0%	10.0%
	<b>49,240</b>		
<b>Total Expenses</b>	<b>159,581</b>	<b>100.0%</b>	

Cash & Cash Equivalents per Balance Sheet as of June 30, 2015	42,770.21
Retention amount needed on June 30, 2016*	17180
Remaining funds at Year-end (estimated)**	(0.10)

\*This amount is provided by World Headquarters in an email.

\*\*The goal is to budget the Remaining funds at Year-end to be as close to zero as possible without creating a loss. This amount should not be negative.



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**DISTRICT**

**55**

Following is a brief description/explanation of the estimated income and estimated expenses based on the goals outlined in the district success plan. The white rows are not password protected. Users may adjust the white area as necessary by adjusting the row height. Alternatively, a separate sheet may be used. **Each section of this narrative page must be completed in order for this report to be considered complete and counted as received by WHQ.** There are example questions to answer in each box. These can be deleted and replaced by your answers.

(Numbers are pulled from Summary tab)

<b>Membership Revenue</b>	<b><u>Budgeted</u></b>
	<b>68,721</b>

The District's goal is to reach President's Distinguished. To attain that goal, we will have to push membership building (adding on to the Smedley, Talk It Up and Beat the Clock Incentives) and offer incentives to help clubs hold Open Houses, throughout the year with an emphasis early in the year. We are also promoting early renewals of dues so we know which clubs we must concentrate on getting dues. We also are paying particular attention to clubs that have traditionally been struggling so we can offer them support early in the year and help them build their membership. To identify those clubs, we are encouraging our AD's to conduct their club visits early so we can identify which clubs need the support and how we can best support them.

<b>Conference Net Income/(Loss)</b>	<b>9,070</b>
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2015 Fall Conference will be in Austin (banquet costing a minimum of \$15000). We are budgeting for 150 attendees at \$135 per person for an expected revenue of \$20000. 2016 Spring Conference will be in San Antonio (banquet costing a minimum of \$20000). We are budgeting for 178 attendees at \$135 per person for expected revenue of \$24000. We are offering "a la carte" registration as it adds revenue without adding to the cost (especially for those attending the contests and/or the educational sessions). We received \$6000.00 in early registrations at the 2015 Fall Conference (from the Spring conference). That amount is in our

<b>Fundraising Net Income/(Loss)</b>	<b>-</b>
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No fund raising events planned for the year.

<b>TLI Net Income/(Loss)</b>	<b>(2,030)</b>
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Because of the size of our district, we hold four TLI's throughout the year, two during the summer and two in the winter. Of the four, two are in San Antonio and two are in Austin. In addition to TLI's, we have COT events in all of our geographical areas and we work with the Division Directors to host those events. We offer as much training as we can while factoring in our volunteers time to train. Because of difficulties for finding appropriate venues for the TLIs and COTs, this upcoming winter session, we will begin charging

<b>District Store Net Income/(Loss)</b>	<b>(750)</b>
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Yes, we have a district store. All products sold in the district store come from TLI. Our incentive programs offer gift certificates in the form of "District Bucks" that the members will be able to redeem in the district store at the two TLI's and at the two Conferences. Because of this new incentive, we do not have any revenue showing into our District Store, although we should still realize some modest sales (most people will use their gift certificates to purchase items from the Bookstore). We also had to increase the amount spent for beefing up the bookstore prior to TLI's and Conferences since this is when members will be able to spend their gift certificates.

<b>Other Revenue</b>	<b>-</b>
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No other revenue is expected



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(Numbers are pulled from Summary tab)

**Budgeted  
21,939**

**Marketing**

We are putting emphasis on building new clubs and supporting existing clubs to excellence by adding additional CEC's in outlying areas in the district: SA, Austin, Corpus Christi, Victoria and Brownsville. We added separate Sponsor/Mentor and Coach Chairs in SA and Austin. We have trained the Chairs and supplied them with New Club Kits and Coach's kits, so they will train the new and existing Sponsors, Mentors and Coaches. We also are training Sponsors/Mentors and Coaches through webinars, in person and Town Hall monthly conference calls. We are supporting Club Building Events through incentives for Open Houses and enhancing the TI "Smedley," "Talk up Toastmasters" and Beat the Clock" awards. The Open

**Communications and Public Relations**

**3,895**

The emphasis is on recognition of members and clubs in their achievements by promoting the successes on our district website and using social media for recognition. We have a special Wall of Fame page for advertising our Promotion Winners and are looking for special PR opportunities for the visit of the International President Elect Mike Storkey at our Fall Conference. We are constantly update our website with pictures and useful information for visitors and members alike.

**Education and Training**

**29,422**

What is the main focus for your district? Our main focus, is to build new clubs and provide excellence to all clubs.....having our club officers understand their importance in helping bring quality to their meetings is very important. We trained 88% of our district officers (Division and Area Directors). How? We had a District Leadership retreat and district officer make-up training. We also provided the Division Directors with a DEMO meeting kit. We gave every Division and Area director a CC, CL and Advanced manual for each of them to work to earn educational awards this year. We provided each Area and Division Director "Excellence" Ribbons to reward to members as our leaders witness quality throughout the District.

**Speech contests**

**9,000**

What is the main focus for your district?  
To conduct quality speech contests at all levels. We have District level evaluations of the Area and Division contests to ensure quality contests for the contestants, officiants and audience members. In July, we provided the trophies and speech contest packets for the fall Area and Division contests. We plan to do the same for the January DEC meeting and will order the trophies in November for payment in December. The District trophies are ordered from TI and will be ordered in Oct 15 and Feb 16.

**Administration**

**5,345**

The focus for the Admin side is fairly similar as last year. We are using a Webinar tool (\$2200) for training and for regular conference calls for our leadership team. We are also using drop box (\$200) to share information and documents. Other than that, we are getting the "Home of the" ribbons (for our AD's and DivDir's and TRIO) and lapel pins for our incoming officers and business cards for the Quartet and Div Dir (for a total of \$800). We also rent a storage facility for district property (\$1600). We are also allocating some dollars for Ink and paper supply (\$400).

**Travel**

**31,000**

Main focus is to keep traveling expenses reasonable and encourage district leaders to travel together when they can. Because of the size of our district, traveling expenses are high. However, we keep reimbursement to district officers on official business (training, new club building and marketing visits, club support) and when approved by the DD prior to the visit.

**Other Expenses**

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We do not have other expenses budgeted.



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		USD												
Account #	Account Name	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
6005	Membership Revenue	921	1,485	17,144	8,485	2,750	989	1,762	1,634	19,566	7,683	2,830	3,472	68,721

\*\*This amount is provided by World Headquarters in an email.



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		USD												
Account #	Account Name	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
<b>Conference Revenue</b>														
6025	Conference Registration-Member					20,000						24,300		44,300
6025	Conference Registration-Spouse / guest					1,000						1,000		2,000
6025	Conference-Late registrations													-
6025	Conference Registration -Meal Events					2,000						2,000		4,000
6025	Conference Registration-Speech contest					500						500		1,000
6025	Conference Registration -Other													-
6025	Conference Registration-Training					500						500		1,000
6050	Conference Refunds - Registration &													-
6055	Conference Refunds - Other													-
6060	Reimbursments - Registration & Tickets					280								(280)
6030	Conference-Sponsorship/Advertising					1,500						1,500		3,000
6035	Conference-Raffle													-
6040	Conference-Auction					2,000						2,000		4,000
6010	Conference-Donation													-
6020	Conference-Other Revenue													-
<b>Total Conference Revenue</b>		-	-	-	-	<b>27,220</b>	-	-	-	-	-	<b>31,800</b>	-	<b>59,020</b>
<b>Conference Expenses</b>														
7004	Conference-Badges & Pins					1,000						1,000		2,000
7008	Conference-Promotional Materials					400						400		800
7010	Conference-Awards Expense (Trophies,					575						575		1,150
7012	Conference-Supplies & Stationery Expense					250						250		500
7014	Conference-Room Rental Event Expense													-
7016	Conference-Meal Event Expense					18,000						20,000		38,000
7018	Conference-Decorations Expense					250						250		500
7020	Conference-Printing Expense					1,200						1,200		2,400
7022	Conference-Audio Visual Expense													-
7030	Conference-Photocopying Expense													-
7042	Conference-Outside Contractor Expense													-
7048	Conference-Equipment Purchase Expense					300						300		600
7070	Conference-Bank Charges & Credit Card					1,000						1,000		2,000
7072	Conference-Sales Tax Expense (incl. GST,													-
7078	Conference-Food Expense													-
7080	Conference-Gifts & Thank Yous					500						500		1,000
7086	Conference-Miscellaneous Expenses					500						500		1,000
7090	Equipment Rental													-
														-
														-
														-
<b>Total Conference Expenses</b>		-	-	-	-	<b>23,975</b>	-	-	-	-	-	<b>25,975</b>	-	<b>49,950</b>
<b>Conference Net Income/(Loss)</b>		-	-	-	-	<b>3,245</b>	-	-	-	-	-	<b>5,825</b>	-	<b>9,070</b>







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		USD												
Account #	Account Name	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
<b>TLI Revenue</b>														
6025	TLI Registration-Member registrations							1,500						1,500
6025	TLI Registration-Spouse / guest registrations													-
6025	TLI Registration-Late registrations													-
6025	TLI Registration-Meal Events							2,000						2,000
6025	TLI Registration-Speech contest													-
6025	TLI Registration-Other													-
6025	TLI Registration-Training								1,750					1,750
6025	TLI Registration-Speechcraft													-
6050	TLI Refunds - Registration & Tickets													-
6055	TLI Refunds - Other													-
6060	Reimbursements - Registration & Tickets													-
6030	TLI Sponsorship/Advertising													-
6035	TLI Raffle													-
6010	TLI Donation													-
6020	TLI Other Revenue													-
<b>Total TLI Revenue</b>		-	-	-	-	-	-	<b>3,500</b>	<b>1,750</b>	-	-	-	-	<b>5,250</b>
<b>TLI Expenses</b>														
7006	TLI-Educational Materials	550						550						1,100
7010	TLI-Awards Expense (Trophies, Plaques,	160						160						320
7012	TLI-Supplies & Stationery Expense	200						200						400
7014	TLI-Room Rental Event Expense	600						1,000						1,600
7016	TLI-Meal Event Expense							2,000						2,000
7020	TLI-Printing Expense	250						250						500
7030	TLI-Photocopying Expense													-
7070	TLI-Bank Charges & Credit Card Fee	180						180						360
7072	TLI-Sales Tax Expense (incl. GST, VAT, etc.)													-
7080	TLI-Gifts & Thank Yous	250						250						500
7086	TLI-Miscellaneous Expenses							500						500
7090	Equipment Rental													-
														-
														-
														-
<b>Total TLI Expenses</b>		<b>2,190</b>	-	-	-	-	-	<b>5,090</b>	-	-	-	-	-	<b>7,280</b>
<b>TLI Net Income/(Loss)</b>		<b>(2,190)</b>	-	-	-	-	-	<b>(1,590)</b>	<b>1,750</b>	-	-	-	-	<b>(2,030)</b>



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		USD												
Account #	Account Name	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
6045	District Store Revenue					500						500		1,000
7002	Cost of Sales Expense - District Store			750	500						500			1,750
	District Store Net Income/(Loss)	-	-	(750)	(500)	500	-	-	-	-	(500)	500	-	(750)







7020 Marketing-Printing Expense															-
7080 Marketing-Gifts & Thank Yous															-
7082 Marketing-Incentives				2,150											2,150
7086 Marketing-Miscellaneous Expenses	344														344
															-
															-
															-
															-
	344	200	-	2,150	1,800	-	-	-	-	-	-	-	-	250	4,744
<b>Marketing-Other Expense</b>															
7008 Marketing-Promotional Materials		200													200
7010 Marketing-Awards Expense (Trophies,															-
7036 Marketing-Advertising Expense															-
7048 Marketing-Equipment Purchase Expense															-
7078 Marketing-Food Expense															-
7080 Marketing-Gifts & Thank Yous															-
7086 Marketing-Miscellaneous Expenses															-
															-
															-
															-
	-	200	-	-	-	-	-	-	-	-	-	-	-	-	200
<b>Total Marketing Expenses</b>	<b>4,784</b>	<b>625</b>	<b>2,405</b>	<b>5,570</b>	<b>2,900</b>	<b>1,150</b>	<b>450</b>	<b>550</b>	<b>630</b>	<b>425</b>	<b>675</b>	<b>1,775</b>	<b>21,939</b>		





Other Expenses														
7004	ET-Badges & Pins			500								500		
7006	ET-Educational Materials											-		
7010	ET-Awards Expense (Trophies, Plaques,											-		
7016	ET-Meal Event Expense											-		
7082	ET-Incentives				875				800	300		1,975		
7086	ET-Miscellaneous Expenses											-		
7080	ET-Gifts & Thank Yous											-		
												-		
												-		
												-		
												-		
		-	-	500	-	875	-	-	-	-	800	300	-	2,475
Total Education & Training Expenses		5,567	300	1,200	-	9,670	1,250	600	-	600	1,800	2,650	5,785	29,422



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Account #	Account Name	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
<b>Speech Contest Revenue</b>														
6010	SC-Donation Revenue													-
6015	SC-Interest Income													-
6020	SC-Miscellaneous Income													-
6025	SC-Registration & Ticket Revenue													-
6030	SC-Sponsorship/Advertising Revenue													-
6035	SC-Raffle Revenue													-
6050	SC-Refunds - Registration & Tickets													-
6055	SC-Refunds - Other													-
	<b>Total Speech Contest Revenue</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Speech Contest Expenses</b>														
7006	SC-Educational Materials													-
7010	SC-Awards Expense (Trophies, Plaques,			1,500	200				1,500	200				3,400
7012	SC-Supplies & Stationery Expense			1,000					1,000					2,000
7014	SC-Room Rental Event Expense													-
7078	SC-Food Expense			1,800					1,800					3,600
7086	SC-Miscellaneous Expenses													-
7090	Equipment Rental													-
														-
														-
														-
														-
														-
	<b>Total Speech Contest Expenses</b>	-	-	4,300	200	-	-	-	4,300	200	-	-	-	9,000
	<b>Speech Contest Net Income/(Loss)</b>	-	-	<b>(4,300)</b>	<b>(200)</b>	-	-	-	<b>(4,300)</b>	<b>(200)</b>	-	-	-	<b>(9,000)</b>







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USD

Account #	Account Name	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
<b>Travel Expenses</b>														
<b>District Director</b>														
7056	Convention Registration Fees Expense		180											180
7058	Lodging Expense	160	1,500			160		400				160		2,380
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense					40	50	50	50	50	50	50	50	390
7064	Transportation - Taxis/Shuttle Expense		40											40
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense		240					100						340
		160	1,960	-	-	200	50	550	50	50	50	210	50	3,330
<b>Club Growth Director</b>														
7056	Convention Registration Fees Expense		525											525
7058	Lodging Expense	160	1,500			160		400	160			160		2,540
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	45		100	100	150	100	100	100	100	100	100	100	1,095
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense		240					100						340
		205	2,265	100	100	310	100	600	260	100	100	260	100	4,500
<b>Program Quality Director</b>														
7056	Convention Registration Fees Expense		525											525
7058	Lodging Expense	240	1,500			160	80	400	160			160		2,700
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	200			50	50	50	50	50				200	650
7064	Transportation - Taxis/Shuttle Expense		40											40
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense		125					100						225
		440	2,190	-	50	210	130	550	210	-	-	160	200	4,140
<b>Finance Manager</b>														
7058	Lodging Expense	80				80						80		240
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense													-
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		80	-	-	-	80	-	-	-	-	-	80	-	240



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Account #	Account Name	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
<b>PR Manager</b>														
7058	Lodging Expense	80				80						80		240
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	100	100	65		65		65		65		65	65	590
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		180	100	65	-	145	-	65	-	65	-	145	65	830
<b>Administration Manager</b>														
7058	Lodging Expense					80						80		160
7060	Transportation - Airfare Expense	160												160
7062	Transportation - Mileage Expense			65		65		65		65		65	65	390
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		160	-	65	-	145	-	65	-	65	-	145	65	710
<b>Division Director</b>														
7058	Lodging Expense	720				240	160					320		1,440
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	800					400							1,200
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		1,520	-	-	-	240	560	-	-	-	-	320	-	2,640
<b>Area Director</b>														
7058	Lodging Expense	1,160				400	80					400		2,040
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	1,500		400		400	400			400		400	1,200	4,700
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		2,660	-	400	-	800	480	-	-	400	-	800	1,200	6,740



TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2015-2016

DISTRICT 55

USD														
Account #	Account Name	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
<b>IPDG</b>														
7058	Lodging Expense	160	1,500			80						80		1,820
7060	Transportation - Airfare Expense		885											885
7062	Transportation - Mileage Expense	65		100		65		65		65		65	65	490
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense		525											525
7078	Travel-Food Expense													-
		225	2,910	100	-	145	-	65	-	65	-	145	65	3,720
<b>Keynote Speaker</b>														
7058	Lodging Expense							320				160	320	800
7060	Transportation - Airfare Expense							800				500	800	2,100
7062	Transportation - Mileage Expense							150					150	300
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense					280						150		430
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	-	280	-	1,270	-	-	-	810	1,270	3,630
<b>Other Member</b>														
7058	Lodging Expense	80					80						160	320
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense												200	200
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		80	-	-	-	-	80	-	-	-	-	-	360	520
<b>Total Travel Expenses</b>		<b>5,710</b>	<b>9,425</b>	<b>730</b>	<b>150</b>	<b>2,555</b>	<b>1,400</b>	<b>3,165</b>	<b>520</b>	<b>745</b>	<b>150</b>	<b>3,075</b>	<b>3,375</b>	<b>31,000</b>

