**BAAL Researcher Development Workshops**

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

**Costs**

|  |  |
| --- | --- |
| 1 | Travel costs for guest speakers[[1]](#footnote-1) |
| Speaker 1 | Flight (£…) + coach (£…) | £  |
| Speaker 2 | Train (£…)  | £  |
| 2 | Subsistence | 2 speakers @ £… for 1 day | £  |
| 3 | Programme and abstract booklet | 25 copies @ £… | £  |
| 5 | Technical support | 10 hours @ £… | £  |
| 6 | Promotion |  | £  |
| **Total costs** | £  |

1. Please note that this is simply an example. The sample financial plan does **not** mean that one speaker has to travel by plane and coach, and the other 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 expenses with gifts are limited to a maximum of £50 per guest speaker. [↑](#footnote-ref-1)