





## DETAILED BREAKDOWN OF EXPENDITURES

BUDGET	ACTUAL EXPENDITURES	NOTES
<b>Release Time</b> INCLUDING MEETING DATES		
Collaboration Session #1:		
# of Members	Sub Cost per Member	
Collaboration Session #2:		
# of Members	Sub Cost per Member	
Collaboration Session #3:		
# of Members	Sub Cost per Member	
Additional meeting date, if applicable:		
# of Members	Sub Cost per Member	
Additional meeting date, if applicable:		
# of Members	Sub Cost per Member	
<b>Mileage</b> CALCULATE MILEAGE BASED ON CURRENT MEMBER REIMBURSEMENT RATES I.E. \$0.68/KM		
<b>Meals/Snacks</b>		
<b>Professional Resources</b> LIST BELOW – NOT TO EXCEED 20% OF TOTAL GRANT		
<b>TOTAL</b>		



**Sharing of work:** Describe the means by which results of the project have been shared.

**Facilitation process:** How did the facilitated process enhance the work of your team?

What else would have been beneficial in the facilitation process?

**Sustainability:** How will the work of the group continue into the next year?