

Partner Site Budget Categories

Personnel and Fringe Benefits	
Personnel	Expenses incurred for the work performed by salaried employees during the accounting period.
Fringe Benefits	Used to record benefit expenses.
Contractual Fees	
Consultant	Consulting fees paid to outside consultants that do not fit in any account below.
IT Consultant	Costs for contracted Information Technology services performed by organizations or individuals to perform specific tasks.
Marketing Consultant	Costs for contracted PR/Marketing services performed by organizations or individuals to perform specific tasks.
Stipends	Costs for contracted stipends provided by organizations or individuals to perform specific tasks.
Equipment & Technology Expenses	
Equipment	Cost of acquisition of equipment whose cost is less than \$5,000.
Equipment - Laptop Computers	Cost of acquisition of laptop computers.
Computer Supplies	Computer supplies, such as accessories of less than \$300 in value; Keyboard, mouse, flash drives, toner cartridges, and etc.
Software Licenses	Payments for all software licensing fees.
Travel Expenses	
Travel	Costs associated with travel expenses, such as lodging, meals, transportation, etc. Do NOT include travel expenses to M2C Network Convenings.
Meeting Expenses	
Meeting - Food Costs	Employee meal costs while conducting business on behalf of the Organization. The names of the attendees and the business purpose must be provided.
Meeting - General Costs	Total (non-salary) expenses incurred hosting &/or conducting meetings or conferences including but not limited to: facility rental, the speaker's fees and expenses, and all printed materials associated with the event.

Conference Fees	Includes all the registration and fees paid for sending an employee to conferences, meetings, or conventions conducted by other organizations.
Marketing Expenses	
Printing-Publication	Costs of printing, production, reproduction (i.e., copying), and binding of books, bulletins, leaflets, pamphlets, fliers, brochures, manuals, monographs, drawings, and pictures when NOT related to a meeting.
Supplies	
Office Supplies	Used to record office supplies, such as letterheads, envelopes, printed pads, staplers, pens, etc.
Fees	
Candidate Fee Reimbursement	Transmittals of candidate fees.