

Fill out appropriate section for your request.

**RDF INFORMATION & BUDGET**

Make check payable to: \_\_\_\_\_ Attn: \_\_\_\_\_  
 Fiscal Agent: \_\_\_\_\_ Fiscal Agent FEIN#: \_\_\_\_\_  
 Mail check to: Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

|  |    |                                    |    |
|--|----|------------------------------------|----|
|  | \$ |                                    | \$ |
|  | \$ |                                    | \$ |
|  | \$ |                                    | \$ |
|  |    | <b>TOTAL RDF (without in-kind)</b> | \$ |

**TRAINING & TRAINING LOGISTICS INFORMATION & BUDGET**

Make payment to: \_\_\_\_\_ Attn: \_\_\_\_\_ FEIN#: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

|                               |    |  |    |
|-------------------------------|----|--|----|
| <b>Facility Rental</b>        | \$ | <b>Supplies/Printing</b>                   | \$ |
| <b>AV Equipment</b>           | \$ | <b>Transportation</b>                      | \$ |
| <b>Program Food/Beverages</b> | \$ | <b>Other, please explain in narrative:</b> |    |
|                               |    | <b>TOTAL CONTRACTUAL (without in-kind)</b> | \$ |

**CONSULTANT INFORMATION & BUDGET**

Consultant Name: \_\_\_\_\_ Agency: \_\_\_\_\_  
 SS# or FEIN# \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

|  |    |   |    |
|--|----|---|----|
| <b>Consultant Fee:</b><br><i>No more than \$50/hr or \$400/day</i>   | \$ | <b>Actual Mileage:</b><br><i>Call ACT Missouri for current federal rate. 877-669-2280</i> | \$ |
| <b>Preparation Time:</b><br><i>No more than \$25/hr, 4 hrs Max</i>   | \$ | <b>Lodging:</b><br><i>No more than \$90/day room &amp; tax Max</i>                        | \$ |
| <b>Travel Time:</b><br><i>No more than \$20/hr up to 8 hours Max</i> | \$ | <b>Other, please explain in narrative (may be considered on an individual basis)</b>      | \$ |
|  |    | <b>TOTAL CONTRACTUAL (without in-kind)</b>  | \$ |