

**UNIVERSITY CONFERENCE TRAVEL GRANT
EXPENSE PLANNING WORKSHEET – SUBMIT WITH APPLICATION**

TRAVELER

DESTINATION AND PURPOSE

START DATE

END DATE

DAILY EXPENSES

						SUBTOTALS
HOTEL	RATE/night	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>		DAYS	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>	
MEALS	Domestic	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	# days	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	Sub	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
	International	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	# days	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	Sub	

Meal costs may be requested up to \$60/day for domestic travel and up to the U.S. Department of State per diem rate for foreign travel (https://aoprals.state.gov/content.asp?content_id=184&menu_id=78). Only actual meal expenses will be reimbursed.

OTHER ESTIMATED EXPENSES [enter estimated or known amount]

REGISTRATION FEE	
CAB	
SHUTTLE	
TOLLS	
AIRFARE	
TRAIN FARE	
PARKING	
OTHER	
TOTAL ESTIMATE FOR TRAVEL	
OTHER FUNDING SOURCES	
TOTAL TRAVEL GRANT REQUEST	

Describe here details for “OTHER” expenses, or include any brief statements necessary to clarify estimated or actual expenses outlined above.