COLLEGE OF ARTS & SCIENCES

Travel BUDGET and BUDGET Justification

Submit with all Graduate and Undergraduate Student Travel Requests

Student Name       Student ID #

**Travel Budget Estimates (be specific and please don’t over-estimate):**

|  |  |
| --- | --- |
| Conference Registration |  |
| Travel Costs |  |
| Meals |  |
| Lodging |  |
| Other |  |
| ***Total Cost (put on request form also)*** |  |

**Justification (provide specific information in each category and attach documentation):**

Conference Registration –

Travel Costs (be sure to include bus/taxi/subway etc.) –

Meals –

Lodging –

Other Expenses (be specific) –