

## SIUE Graduate School Travel Budget Worksheet

Use of this budget worksheet is **optional** and intended to assist in preparing a travel cost estimate only. A school/college or departmental worksheet may also be used for this purpose.

Applicant Name:	Travel Dates:
Destination:	

**Suggested Budget Categories:** See SIUE's Travel Voucher Guidelines for current allowable rates and expenses: [http://www.siue.edu/ap/travel\\_voucher\\_guideline\\_07\\_08.shtml](http://www.siue.edu/ap/travel_voucher_guideline_07_08.shtml)

Registration Fee	\$        for members or \$        for non-members  Early Bird Deadline:	\$
Transportation		\$
Mileage estimate	\$        x        miles =  <i>(see most up-to-date mileage rate in travel guidelines)</i>	\$
Lodging	rate per night: \$        x        nights	\$
Per diem or meal allowance	\$        /day x        days or meal allowance: \$  <i>(see most up-to-date rates in travel guidelines)</i>	\$
Misc. items (shuttle, taxis, airport parking, baggage fees, etc.)	Notes:	\$
<b>Total trip estimate</b>		\$
<b>Graduate School support request</b> (up to \$900 for faculty, \$600 for students)		\$
<b>Remaining expenses</b> (to be paid by traveler, department, and/or school/college)		\$

**Budget Justification Notes:**