

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

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:	\$
Total trip estimate		\$
Graduate School support request (up to \$900 for faculty, \$600 for students)		\$
Remaining expenses (to be paid by traveler, department, and/or school/college)		\$

Budget Justification Notes: