

Example Conference Trip Budget

Transportation Costs

- All costs related to your transportation, this includes but not limited to flight, train, car rental, parking, taxis, buses and mileage.
- If you will be using multiple types of transportation, they need to be separate line items.
- If driving you will need to calculate mileage. This is the miles you will drive from East Lansing to your destination (city center); the mileage rate can be calculated by clicking here: <https://www.fueleconomy.gov/trip/>
- If you are renting a car, we will only cover the base package, no upgrades or insurance.

Lodging

- Hotels, Air BnB, Hostels, etc, please do some research and try to estimate as close as you can the cost of your stay. If possible try to room with another student. You may NOT room with a faculty member.

Miscellaneous

- Any other expenses you might run into during your research trip.

| Item | Description | Cost |
|-------------------------------|--|--------------|
| Flight | Lansing, MI depart 10/10 to Washington, DC return 10/12 | \$400 |
| Transportation Total | | \$400 |
| | | |
| Lodging | Air BnB Washington, DC - 2 nights sharing with another student | \$120 |
| Lodging Total | | \$120 |
| Misc | Conference registration fee | \$50 |
| Misc. Total | | \$50 |
| Total Estimate Budget: | | \$570 |

*Flight – this needs to be as accurate as possible, also you need to plan for trips so extra costs incurred because of late booking will not be funded

*Lodging – If you are going to a conference that other graduate students will be attending room with them to keep your costs low. You may NOT room with a faculty member.