

Conference Presentation Grant Budget Worksheet

This worksheet is for planning purposes only. You do not need to submit this worksheet.

EXPENSES

Transportation

- Which form(s) of transportation will you utilize to travel to this conference?
 - Airplane
 - Personal vehicle
 - Rail/Train
 - Ride-sharing to/from airport
 - Other

If you will travel by air:

- What is your departure city?
- What is your arrival city?
- If you have already booked your airfare, please save a copy or screenshot of your ticket and the booking information that clearly shows the total roundtrip economy class price that you paid.
- If you have not yet booked your airfare, please save a screenshot of the airfare expenses estimate using [Google Flights](#).

If you will travel using your personal vehicle:

- What is your departure address?
- What is your arrival address?
- What is the roundtrip mileage to/from the departure and arrival locations? (Please provide the total roundtrip mileage distance using [Google Maps](#)).
- Roundtrip Mileage Cost: Funding is calculated at \$0.15 per mile, up to a maximum of \$500.

If you will travel by rail/train:

- What is your departure city?
- What is your arrival city?
- If you have already booked your travel, please save a copy or screenshot of your actual rail booking that clearly shows the total fare price for your journey.
- If you have not yet booked your travel, please save a screenshot of the rail/train expenses estimate using the rail/train booking website.

If you will use ride-sharing services (e.g., Uber/Lyft):

- What is the total ride-sharing cost to/from airport?
 - If you have already paid for your ride-sharing to/from the airport, please save a copy or screenshot of your actual ride-sharing receipt that clearly shows the total price.

- If you have not yet booked your ride-sharing to/from the airport, please save a screenshot of the estimated one-way/round-trip expenses using the Uber/Lyft website.
- What is the total ride-sharing cost to/from conference venue?
 - If you have already paid for your ride-sharing to/from the conference venue, please save a copy or screenshot of your actual ride-sharing receipt that clearly shows the total price.
 - If you have not yet booked your ride-sharing to/from the conference venue, please save a screenshot of the estimated one-way/round-trip expenses using the Uber/Lyft website.

Meals

Arrival Date:

Departure Date:

- If the conference is in the U.S., please consult the [per diem rates for meals established by the U.S. General Services Administration](#).

	Rate	Multiply by the number of days	Enter the result
First and last day of travel		x 2	=
Remaining travel days (not the first or last day)		x	=
Add the amounts together:			

- If the conference is outside the U.S., please consult [the maximum foreign per diem rates for M&IE \(Meals & Incidental Expenses\) established by the U.S. Department of State](#).

Country	Rate	Number of Days	Total

- If you have already attended the conference and are requesting reimbursements for expenses, please save documentation of all receipts for meals as one PDF.

Housing/Lodging

- Check-in date:
- Check-out date:

- If you have already booked your housing/lodging, please save a copy or screenshot of your actual booking that clearly shows the total price.
- If you have not yet booked your housing/lodging, please save a screenshot of the total estimate from an online source (e.g., conference website lodging estimates, hotel website estimates, Airbnb website, etc.)

Conference Registration Fees

- How much are the conference registration fees?
- If you have already paid for these expenses, please save a receipt clearly showing the total price you paid for registration fees. Please note that the Conference Presentation Grant does NOT cover membership fees.
- If you have not paid for these expenses, please save a screenshot from the conference website showing the registration fees. Please note that the Conference Presentation Grant does NOT cover membership fees.

Supplies

- Please enter your expenses for supplies.

Item	Description	Quantity	Price	Total (Multiply the quantity by the price)
Add the rows above:				

- If you have already attended the conference and are requesting reimbursements for expenses, please save documentation of all receipts for supplies as one PDF.

TOTAL EXPENSES

	Enter the amount for each category of expenses
Transportation	
Meals	
Housing/Lodging	
Conference Fees	
Supplies	
Total Expenses	

SOURCES OF FUNDING

Have you been awarded any scholarships/grants to support your conference presentation experience?

Name of Scholarship/Grant	Amount Funded

Have you applied for any scholarships/grants to support your conference presentation experience?

Name of Scholarship/Grant	Expected Date of Decision	Amount Requested in Application

Have you requested or received any other form of financial support for your conference presentation experience (e.g. departmental funding)?

Other Source of Funding	Amount	Status (awarded/pending)

CALCULATE YOUR REMAINING FUNDING NEED

Enter the totals below to show how much funding you still need to attend the conference.

1. Total Conference Travel Expenses	
2. Total Confirmed Funding	
Subtract Line 2 from Line 1. This is your REMAINING FUNDING NEED.	

Save this worksheet to help you complete your Conference Grant Application. You do not need to submit this worksheet.