**Pathways Center URP Conference Grant Budget Template**

Use the template below to submit your conference grant anticipated budget. We understand that you may have to provide estimates in some categories. Please provide realistic estimates even if the total requested budget exceeds the maximum available for a conference grant. In some cases, your mentor or your major department may have additional funding available to help you cover the costs of your conference participation. This template includes some categories that may be relevant to your budget planning. There are blank lines available to add other expense areas. There is room at the bottom of this page where you can include any notes for the review committee if you feel your expenses may need explanation. Please remember that to be reimbursed you will need to submit original receipts for all expenses associated with your travel.

**Major Expense Categories**

Ground Transport: Taxi, Uber, Lyft, bus, public transport

Registration fees: Fees associated with conference participation often charged by host organization

Housing/lodging: Costs of hotels or accommodation associated with conference attendance

Meals: Food costs during your travel

Supplies: Cost associated with conference presentation (poster printing, ect)

Airfare: If you need airline tickets, indicate it using this category. *Please note, airfare must be purchased by an* [*Emory Approved Travel*](https://finance.emory.edu/home/procurement/travel/resources.html) *provider.* Undergraduate Research Programs can also help you purchase airline tickets.

“**Funded by” category:** In some cases, students may want to charge different parts of their trip to different places. If you have different sources of funding, you may use this column to indicate who is paying for what costs. URP (undergraduate research programs). PI (Principal Investigator your mentor)

Sample Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category**  | **Description**  | **Product/Company**  | **Funded by** | **Cost estimate** |
| Airfare | Roundtrip airfare between ATL and ORD | Delta | Department Travel Grant | $240.00 |
| Ground Transport | Round trip transport between airport and conference hotel  | Uber/lyft | URP | $100.00 |
| Housing | 1 night at the conference center Marriott | Marriott  | URP | $172.00 |
| Meals | Meals for the two days at conference ($50/day) |  | Department travel grant | $100.00 |
| Registration Costs | Undergraduate Conference Registration fees | American Chemical Society (ACS) | ACS Travel Grant for Undergraduates | $75.00 |
| Supplies | Poste printing  | Kinkos | URP | $65.00 |
|  |  |  |  |  |
|  |  |  | Total  | $752.00 |

Notes: I will split costs between URP and my departmental conference grant.

Undergraduate Conference Grant Budget

Add additional categories if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category**  | **Description**  | **Product/Company**  | **Funded by** | **Cost estimate** |
| Airfare |  |  |  |  |
| Ground Transport |  |  |  |  |
| Housing |  |  |  |  |
| Meals |  |  |  |  |
| Registration Costs |  |  |  |  |
| Supplies |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Total  |  |

Notes: