

Budget Form for Travel and Research Funds

PLEASE NOTE: Please append to this form a detailed budget, with proposed itinerary and costs. If possible include receipts/printouts supporting estimated or actual costs. This form should be included with your travel and research application. Note that travel and research funds do not cover food and beverage costs.

Name

Purpose of Trip:

Funding:

Total amount requested: _____

Is this application for a travel advance or reimbursement: _____

I have applied to or received funds from another source for this trip (check one): Yes No

If you checked yes, please identify source[s]: _____

Overall Budget Breakdown:

Proposed Dates of Travel: _____

Travel costs (economy only): _____

Lodging costs (number of nights): _____

Other transportation costs (please explain): _____

Other expenses (please explain): _____
