**EXAMPLE of International Travel Award Application Budget Information**

BUDGET: Itemize your projected travel budget for the requested event (exclude any additional activities unrelated to the primary purpose). Amounts should be as accurate as possible and in US dollars. Please specify the number of nights and cost per night for lodging, and the number of days and per diem for food.

Registration $ 318.19 Lodging $ 722.94 Meals $ 400.00

Air Fare $ 1,185.83 Ground transportation $ 93.79

Miscellaneous: $

 Provide explanation of what is listed as Miscellaneous

TOTAL AMOUNT OF FUNDING REQUESTED (Maximum $2,500) $ 1,362.00

Do you have external funds or support from the

conference/event that can be used for this trip? Yes No

***If yes, please give source and amount:***

If external funds are from the conference/event, please provide a letter from the organizer explaining items funded and amount of funding.

#

# [DESTINATION] 2019: [NAME OF CONFERENCE – CONFERENCE DATES]

**Outbound Flight [DATE]**

1. From Springfield-Branson National (SGF)
2. To [DESTINATION] (XXX)

Web Fare · Cheapest flight [AIRLINE]

6:17pm SGF To 12:45pm XXX 12h 28m, 1 stop DFW Arrives [DATE]

# Return Flight [DATE]

1. From [CITY/AIRPORT] (XXX)
2. To Springfield-Branson National (SGF) Web Fare · Cheapest flight

[AIRLINE]

12:15pm XXX To 6:52pm SGF, 12h 37m, 1 stop ORD

12:15pm To 3:05pm, 8h 50m

**Flight:** = **$1,185.83**

Price from expedia.com 12/06/18

# Ground Transportation:

Underground to Central Destination (1 way with card) £6.00 x2 = £12.00 ($15.27) another place to Destination via Underground (£2.40) x1 = £2.40 ($3.05)

Train from Destination to Second Destination (off peak return) = £50.29 ($64.00) Prices from thetrainline.com

Hotel bus (round trip) £9.00 = £9.00 ($11.45)

**Total Ground Transportation: =** £73.69 = $93.79

# Hotel:

First night spent in Destination @ [HOTEL NAME AND DATE] = £228.00 4 nights in [DESTINATIO9N AND DATES OF STAY] (£75.00 per night)

@ [HOTEL NAME] = £300.00 1 night before flight back @ [HOTEL NAME]

[DATE] = £40.00

**Total Accommodation:** = £568.00 = $722.94

# Food:

$50.00 per diem x 8 days = $400.00

**Total: =** $400.00

# Conferences Fees and Membership Dues:

Conference fees (Member, Early Bird, 3 Days) = £200.00

Membership dues (Individual) = £50.00

**Total Miscellaneous:** = £250.00 = $318.19

Total Projected Costs: $2720.75

Exchange rate via oanda.com on 12/06/19