

## Sample Budget: Travel to Educational/Training Event

### 4. Detailed budget for the project, including justifications of the expenses.

#### A. Supplies, if any (please itemize):

Item:	Cost:
1.	\$0
2.	\$
3.	\$
<b>4A - Total:</b>	<b>\$0</b>

#### Justification

N/A
-----

## Sample Budget: Travel to Educational/Training Event

### **B. Educational/Training Costs, if any (please itemize):**

(e.g., workshop fees, honorarium, licensing fee, etc.)

Item:	Cost:
1. Shakespeare & Company Month-long Intensive	\$3700
2. Class Audit Fee (10 classes at \$15/each)	\$150
3.	\$
<b>4B - Total:</b>	<b>\$3850</b>

### Justification

Cost for the Shakespeare & Company Month-Long intensive is \$3700. The training I receive at this intensive will be taken back into two of our Department's courses (XXXX and XXXX).

# Sample Budget: Travel to Educational/Training Event

## C. Creative Project Documentation (please itemize):

(e.g., podcasting, videotaping, sound recording, photo documentation, etc.)

**\*\*Please note that documentation of your project is REQUIRED, and could be used on the Dee Council Website.**

Item:

Cost:

1.	\$0
2.	\$
3.	\$
<b>4C - Total:</b>	<b>\$0</b>

Justification

N/A. I will document this project using my own digital camera.

# Sample Budget: Travel to Educational/Training Event

## D. Other Costs, if any (please itemize):

(e.g., event advertising, printing, graphic design/production cost, shipping)

Item:	Cost:
1.	\$0
2.	\$
3.	\$
<b>4D - Total:</b>	<b>\$0</b>

### Justification

N/A
-----

## Sample Budget: Travel to Educational/Training Event

### E. Travel Costs, if any (please itemize):

\*\*Please indicate whether travel costs are for yourself, or for a guest artist/lecturer you are bringing to campus

Flight: Round-trip flight to New York	\$470
Baggage Fee: \$25/each way	\$50

(Please indicate source of estimated flight costs)

Per Diem: N/A. I will pay for my own food costs while there.	\$0
--	-----

(Please use <http://www.gsa.gov/portal/content/104877> to determine allowable per diem rates [# of days times rate of per diem])

Hotel: There is a greatly discounted rate through the conference. For the entire month's stay, I will only be charged \$500.	\$500
--	-------

(For visitors to campus, only the University Guest House rate [\$92/night] will be allowed)

Ground Transportation: 30-day Metro Card	\$104
--	-------

**4E - Total: \$1124**

Justification (please identify source of estimated costs)

<p>Flight to New York is \$470 per Travelocity.com (website accessed on 01/07/20XX)</p> <p>Hotel costs are at a greatly reduced rate through the conference. I will only be charged \$500 for the entire month's stay.</p> <p>I am requesting ground transportation costs so that I can get from the hotel to the studio where the classes are being held.</p>
--

## Sample Budget: Travel to Educational/Training Event

## Sample Budget: Travel to Educational/Training Event

### SUMMARY OF BUDGET EXPENSES

(from sections 4A-4E)

Total From Section 4A	\$0
Total From Section 4B	\$3850
Total From Section 4C	\$0
Total From Section 4D	\$0
Total From Section 4E	\$1124
<b>Total Request:</b>	<b>\$4974</b>

**\*\*Please confirm your numbers before submittal. Inaccurate budgets will be at a disadvantage during the review process\*\***