

# 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): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_