

Allocations FY 13 Travel Budget Form

Please submit one copy of this form for EACH trip you plan to take. Total the cost of all trips and put that figure on the travel expense line of your Allocations Budget Form FY 13.

Trip Location

Where are you going? Please be aware that ALL international travel MUST be approved by the GEO office WELL IN ADVANCE. Please contact the Student Activities and Accounting Offices as soon as possible regarding international travel.

Name of Submitter [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Email Address [Required]

Valid input:

- name@myschool.edu

Phone Number [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Purpose of Trip [Required]

What is the business purpose of this trip?

Trip timeline

When are you going?

Number of people going [Required]

Registration costs

Hotel costs

Per room if different room types are needed and in total. Please make sure you estimate the taxes as well. You can usually find a city's tax rate online.

Airfare

Best estimate of ticket costs. Please tell us what airline(s) the estimate is based on. The usual point of departure from PSU is Manchester-Boston Regional Airport.

Auto rental costs

PSU has a car/minivan/SUV rental contract with Enterprise Rent a Car. PSU has a passenger van (10 people) rental contract with Merchants Automotive. Contact Student Accounting for current rates.

Gas cost/Mileage cost

Best estimate based on cost of gas per gallon and mpg of your (rental) vehicle. If you will request mileage for a personal vehicle PSU reimburses mileage at \$0.41 per mile.

Food/meals

Per diem rates for cities can be found at GSA.org. ME&I is the per diem rate for meals. You cannot exceed that total per day per person.

Cultural expenses

If your trip has a cultural component please include admission costs to galleries/ museums/ libraries, etc. Please break down your cultural expenses by activity (i.e. each museum)

On site travel costs

Estimate for cabs/ subways /trains AT your destination.

Other costs

Anything not listed above. Please describe these expenses if there are any.

Total trip cost

Total all expenses above. This is the total cost of your trip.

