# TRAVEL EXPENSES ESTIMATION WORKSHEET 

Graduate Student Research Fund University of Illinois at Springfield

Begin by checking the University's Travel Policies and Reimbursement Rates and then itemize expenses below.

Air Fare (roundtrip): \$ $\qquad$
Ground Transportation by Personal Vehicle (number of miles one-way): $\qquad$ * 2 * \$0. $\qquad$ $=$ \$ $\qquad$
Tolls: \$ $\qquad$
Parking: \$ $\qquad$
Hotel rate per night (including taxes): \$ $\qquad$
Number of nights: \$ $\qquad$
Meals: flat rate of \$ $\qquad$ per day (in-state) or \$ $\qquad$ per day (out-of-state), or prorated for travel that is less than a full day as indicated in the University Travel Policies.

Other (clearly specify):

Total Anticipated Travel Expenses: \$ $\qquad$
Be Sure to save all receipts. THESE WILL be needed for REIMBURSEMENT OF EXPENSES.

