## TRAVEL EXPENSES ESTIMATION WORKSHEET

Graduate Student Research Fund University of Illinois at Springfield

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

Air Fare (roundtrip): \$\_\_\_\_\_

**Ground Transportation by Personal Vehicle** (number of miles one-way): \_\_\_\_\* 2 \* \$0.\_\_\_ = \$\_\_\_\_\_

Tolls: \$\_\_\_\_\_

Parking: \$\_\_\_\_\_

**Hotel** rate per night (including taxes): \$\_\_\_\_\_

Number of nights: \$\_\_\_\_\_

**Meals**: flat rate of \$\_\_\_\_\_ per day (in-state) or \$\_\_\_\_\_ 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: \$\_\_\_\_\_

BE SURE TO SAVE ALL RECEIPTS. THESE WILL BE NEEDED FOR REIMBURSEMENT OF EXPENSES.