

Your Name

VIP ID

Date Leaving Home Base	mm/dd/yy	Time	am/pm
Date Returning Home Base	mm/dd/yy	Time	am/pm
Specific Purpose of Travel and Destination			

Funding : *List all potential funding here, regardless if is awarded or not. Ex. GradSchool, \$500, LING, \$300

Section I – Methods of Transportation

Plane Amount	
Train Amount	
Taxi/Uber Amount	
Personal Vehicle Milage One way / departure @ \$0.655/mile	
One way / return @ \$0.655/mile	
Subtotal Section I	

Section II – Subsistence

Lodging cost per night (including taxes): \$	per night	nights =	
Meal allowances:			
In state	B = \$8.00 L = \$10.00 D = \$17.00	\$35.00 per day max	
Out-of-state	B = \$10.00 L = \$15.00 D = \$25.00	\$50.00 per day max	
List your meals here	List the total \$ here		
In-state/Out-of-state daily per diem x # of days			
Foreign per diem—consult with Evan – city/country and dates: (# days x foreign rate)			
Subtotal Section II			

If meals were provided as part of registration, you cannot claim the expense. Meal receipts are not required. Out-of-country per diem is based on country and city.

Section III – Other Expenses (Original receipts must be provided for this section)

Registration	
Taxi, shuttles, subways	
Airport/hotel parking	
Rental car	
Gas for rental car only, not personal vehicle	
Other	
Subtotal Section III	

Section IV – Summary

Section I Transportation	
Section II Subsistence	
Section III Other	
Grand Total Requested	

Total amount approved

Program Director's Signature:

Date: