

Estimate of Travel Expenses

(Required of all graduate students & post-docs prior to travel)

NAME OF PERSON TRAVELING	UK PERSON ID		POSITION	
Today's Date	Date(s) of trip			
From (Origin)	To (Destination)			
Will you apply for a travel award? Yes No	Source			
UK Funding source account #	Other fun	ds expected \$_		
ESTIMATED EXPENSES		Amount	Procard ☑	Personal funds
Airfare				
Hotel				
Registration				
Ground transportation (taxi, shuttle, renta	l car)			
Airport parking	,			
Baggage fees				
Mileage (if driving personal vehicle; see no	ote below for rate info)*			
Gas (for rental car)				
Tolls				
Meals (see note below for more information	on)**			
	Total			
*Mileage - Contact Mary for the mileage rate *Meals - Meals are reimbursed based on to per diem for this travel: https://www.gsa.gc Comments/Additional Information	he per diem rate for the	destination. G	_	
PI Approval: I acknowledge and approve of on this trip, as outlined above, may be reim Signature of PI / Supervisor & Date	•	_	th UK guideline IMPORT A copy of the De	ANT NOTE partment Reques to Travel MUST
Business Officer Approval: for funding source			accompany this form. Graduate students applying for a department ravel award must also include an abstract and confirmation of their abstract submission to the scientif	
Business Officer Signature & Date			meeting.	