**GSA Travel Grant**

**Sample Budget**

**ESTIMATES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Per Unit/Diem** | **Number** | **Cost** | **Source of Pricing** |
| Ground Transportation: Car Rental | $111.11 | 3 | $333.33 | Enterprise Car Rental  |
| Room (shared among four ind.) | $32.25 | 3 | $96.75 | Sheraton Hotel Birmingham, AL |
| Registration Fees | $85.00 | 1 | $85.00 | Association of Southeastern Biologists |
| Meals and Incidentals (Birmingham, AL) | $44.00 | 4 | $176.00 | SUNY ESF Travel Office Per Diem Rate |
| Total |   |   | $691.08 |   |
|  |  |  |  |  |

**FUNDING SOURCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Cost** |  | **Funding Source** |
| **To Be Funded By GSA** |  |  |  |
| Ground Transportation: Car Rental | $250.00 |  | GSA Travel Grant  |
| **Funded from Other Sources** |  |  |  |
| Ground Transportation: Car Rental (Remainder, see above) | $83.33 |  | Personal Funds |
| Room (In Part, shared among 4 ind.) | $96.75 |  | Personal Funds |
| Registration Fees | $85.00 |  | NSF Grant |
| Meals and Incidentals (Birmingham, AL) | $176.00 |   | NSF Grant |
| Total | $691.08 |  |  |
| **FUNDING SOURCE SUMMARY** |  |  |  |
| GSA | $250.00 |  | Note: Budgets can only request $250.00 from GSA |
| Personal Funds | $180.08 |  |  |

NSF Grant $261.00