**GSA Travel Grant**

**Sample Budget**

**ESTIMATES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Per Unit/Diem** | **Number** | **Cost** | **Funding Source** |
| Ground Transportation: Personal Vehicle | $0.575 | 1154 | $663.55 | GSA Travel Grant/Personal Funds |
| Room (shared among four ind.) | $32.25 | 3 | $96.75 | Sheraton Birmingham, AL/Personal Funds |
| 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 |
| Total |  |  | $992.45 |  |

**FUNDING SOURCES**

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost** | **Funding Source** |
| **To Be Funded By GSA** |  |  |
| Ground Transportation: Personal Vehicle | $250.00 | GSA Travel Grant (1154 mi RT x $0.575/mi) |
| **Funded from Other Sources** |  |  |
| Ground Transportation: Personal Vehicle (Remainder, see above) | $413.55 | Personal Funds |
| Room (In Part, shared among 4 ind.) | $96.75 | Personal Funds |
| Registration Fees | $85.00 | Association of Southeastern Biologists |
| Meals and Incidentals (Birmingham, AL) | $176.00 | SUNY ESF Travel Office (4 days x $44.00/day) |
| Total | $1021.30 |  |
| **FUNDING SOURCE SUMMARY**  Forest Ecology Laboratory | $85.00 | Association of Southeastern Biologists |
| GSA | $250.00 | Note: Budgets can only request $250.00 from GSA |
| Personal Funds | $481.45 |  |