

Faculty Development Application

Budget Worksheet

Applicant: _____

Activity/Project Title: _____

Note: Please use the following worksheet for estimating purposes. Please keep and submit all receipts for reimbursement following the conference or event. An **expense report** must be submitted within 10 days of travel. Please review Viterbo University travel policies and procedures prior to completing this form. The VU Travel Policy can be found on the Business Office web site at <http://www.viterbo.edu/travel-policy-and-resources>. **When using the electronic form of this document in Adobe Reader, this form will auto-calculate.**

1. **Registration.** Fees or related costs. \$ _____

Please list any applied discounts (if applicable) or notes regarding registration below:

2. **Transportation.** Please list your estimated travel costs below. Please include a brief description (e.g., destination, airline, etc).

Air: _____ \$ _____

Ground: _____ \$ _____

Vehicle (as applicable): Rental ___ Fleet ___ Personal ___

Viterbo fleet vehicles are recommended. The VU mileage reimbursement rate is \$.50/mile.

Personal Vehicle Mileage: _____ total miles @ \$.50/mile = \$ _____

Rental Vehicle: _____ \$ _____

3. **Lodging.** Please review lodging reimbursement rates as outlined in the [Travel Policy](#).

Conference Rate? ___ Yes ___ No _____ nights @ \$ _____ /night = \$ _____

Hotel name or conference housing: _____

4. **Meals.** Reimbursement for individual meals will be made at an amount not to exceed the following rates (effective 1-1-08):

Breakfast - \$6, Lunch - \$9, and Dinner - \$15. For meal expenses outside Wisconsin and Iowa, use rates shown at:

<http://www.gsa.gov/portal/category/21287>.

_____ Breakfasts @ \$ _____ = \$ _____

_____ Lunches @ \$ _____ = \$ _____

_____ Dinners @ \$ _____ = \$ _____

Total Meals \$ _____

5. **Miscellaneous.** Please list below:

Expense: _____ \$ _____

Expense: _____ \$ _____

Expense: _____ \$ _____

Total Estimated Miscellaneous: \$ _____

6. **TOTAL COST**..... \$ _____

BUDGET SUMMARY

Other University Funds (as applicable) \$ _____

Personal funds \$ _____

Total Grant Request (Total Cost minus items above) \$ _____