

# 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) \$ \_\_\_\_\_