

Travel and Accommodation Funding Table

Item	Description	Unit Cost	Quantity	Total Cost	Notes
Flight	Round trip airfare (economy)	\$500	1	\$500	From home city to event location
Accommodation	Hotel (3 nights)	\$120	3	\$360	Standard room, 1 person
Local Transportation	Taxi/Ride-share	\$30	2	\$60	Airport transfers
Meals	Per diem	\$40	3	\$120	Breakfast, lunch, dinner
Grand Total				\$1,040	

- All amounts listed are estimates; actual costs may vary.
- Receipts and supporting documents must be provided for reimbursement.
- Only expenses listed and approved are eligible for funding.
- Unspent funds must be returned to the granting organization.
- Please review travel policy guidelines before submitting your application.