

Itemized Travel Budget Breakdown

Traveler Name: _____

Project/Purpose: _____

Travel Dates: _____

Budget Details

Category	Description	Estimated Cost
Transportation	Flight (Round Trip)	\$600
Transportation	Taxi/Local Transit	\$80
Accommodation	Hotel (4 nights)	\$480
Meals	Per Diem (4 days)	\$160
Other	Conference Registration Fee	\$200
Miscellaneous	Incidentals	\$40
Total Estimated Cost		\$1,560

Important Notes

- This budget serves as a guideline and should be updated with actual expenses post-travel.
- Retain all receipts and documentation for reimbursement or record keeping.
- Justify any variance exceeding the estimated cost in the final report.
- Pre-approval may be required for any significant budget item changes.