**OUR CONFERENCE PRESENTATION Award**

**2021-22 BUDGET WORKSHEET**

**INSTRUCTIONS:** List your conference presentation expenses below, making sure that listed costs are as accurate as possible.

* Allowable expenses include:
	+ Conference registration
	+ Travel expenses, as allowable by University policy. Such expenses may include airfare, train fare, bus fare, mileage for private vehicle travel, parking, lodging, meals, transportation to/from airport/train station, and health insurance (if international travel).

Contact our@uconn.edu with questions about allowable expenses.

* Meal expenses must be based on the applicable [M&IE per diem rate](https://www.gsa.gov/travel/plan-book/per-diem-rates) in the destination city/state; deduct any meals received using the [M&IE breakdown](https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidental-expenses-mie-breakdown).
* If your travel plans include driving a privately owned car, your mileage expenses must be based on the current business mileage rate listed by the IRS [here](https://www.irs.gov/tax-professionals/standard-mileage-rates) for the distance you are traveling and ***NOT an estimate of fuel costs***.
* List all presentation expenses on this form, even if they exceed the $500 limit of the award.

**EXAMPLES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Category/Item*** | ***Explanation*** | ***Quantity*** | ***Cost/Unit*** | ***Amount*** |
| *Airfare* | *Round trip, Hartford (BDL) to Chicago (ORD). Depart AA5548, return AA1361.* | *1* | *$375* | *$375* |
| *Lodging* | *Chicago Marriott Downtown* | *3 nights* | *$150/night* | *$450* |

**BUDGET REQUEST**

YOUR NAME:

YOUR STUDENT ADMIN #:

DATE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Category/Item*** | ***Explanation*** | ***Quantity*** | ***Cost/Unit*** | ***Amount*** |
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| **TOTAL TRAVEL COSTS**  |  |