

## Nexus Student Research Publication & Travel Support

### *Estimated Costs Form*

Travel Expenses			
<i>Include any air or ground transportation expenses (including rental and mileage) necessary for getting to and from the event destination. Please itemize the cost of all expenses.</i>			
Description	Amount		
<b>Total Travel Expenses</b>			
Lodging Expenses			
<i>Include any lodging expenses you plan to incur as a result of your attendance to the event. List the name of the hotel, total number of nights stay, check-in and departure dates, and the room rate you will pay per night. (Must be within GSA per diem rate - <a href="http://www.gsa.gov/portal/content/104877">http://www.gsa.gov/portal/content/104877</a>)</i>			
Description	Amount		
<b>Total Lodging Expenses</b>			
Meal Expenses			
<i>Meals not provided by the conference host will be reimbursed at approved GSA per diem rate for the location at which the event is being held. List the meals/prices for which you are responsible. Include meeting/event agenda if available.</i>			
Meal	Per Diem \$	Number of Meals	Amount
Breakfast			
Lunch			
Dinner			
Incidentals (\$5/day)			
<b>Total Meal Expenses</b>			
Other Related Expenses			
<i>Conference registration fees, publication fees, etc.</i>			
Description	Amount		
<b>Total Other Expenses</b>			
<b>Grand Total</b>			

\_\_\_\_\_  
Authorized Department Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Department Signature