

## Travel Budget Template

Use this template to assist you in the definition of your projected expenses for your incoming travel. Not all categories may apply to your trip, fill out those that apply.

The total amount of expenses will help you to plan your trip and your travel fund request.

RCS-travel funds for graduate students are limited to one presentation in academic and professional conferences per year.

Submit this information along your **travel fund request form** at least 3 weeks prior to your trip to:

Jackie Leavitt  
Graduate Secretary  
Department of Romance and Classical Studies  
Michigan State University  
B331-Wells Hall  
[Leavit13@msu.edu](mailto:Leavit13@msu.edu)

**Prepare also a travel authorization voucher.**

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- Your name:
- Your email:
- Your phone number:
  
- Dates of travel:
- Destination (university/institution, city, country—if International):
- Conference/Congress:
- Webpage of event:
- Paper title:
- Paper abstract (250 words max):
- Budget template: (list current prices)
  1. Transportation (air/ground)—indicate arrival and destination airports.
  2. Ground transportation in destinations (taxis airport-hotel). If using your own car, consider mileage: \$0.57/mile in 2015.
  3. Lodging: complete address + price/day + total price (if possible, include taxes)
  4. Per diem (meals & incidentals): follow MSU-CONUS (Domestic) or OCONUS (International): <https://ctrl.msu.edu/cotravel/DomesticMIE.aspx>
  5. Conference registration fee
  6. TOTAL