

TRAVEL EXPENSES ESTIMATION WORKSHEET

Graduate Student Research Fund
University of Illinois at Springfield

Begin by checking the [University's Travel Policies and Reimbursement Rates](#) and then itemize expenses below.

Air Fare (roundtrip): \$ _____

Ground Transportation by Personal Vehicle (number of miles one-way): _____ * 2 * \$0. _____ =
\$ _____

Tolls: \$ _____

Parking: \$ _____

Hotel rate per night (including taxes): \$ _____

Number of nights: \$ _____

Meals: flat rate of \$ _____ per day (in-state) or \$ _____ per day (out-of-state), or prorated for travel that is less than a full day as indicated in the University Travel Policies.

Other (clearly specify):

Total Anticipated Travel Expenses: \$ _____

BE SURE TO SAVE ALL RECEIPTS. THESE WILL BE NEEDED FOR REIMBURSEMENT OF EXPENSES.