

# Budget Section Writing Guide for an OUR Travel Award Application



**Goal of the Budget Section:** Demonstrate your understanding of what it will cost to complete your proposed conference travel and that the scope of the budget is reasonable and aligns with the allowable budget for the program. Your proposed budget should identify all the expenses that are necessary and reasonable for your successful conference participation. While it may seem like a good idea to stay at the conference for fewer days to minimize your budget request, OUR recognizes the value of participating in the full conference agenda- as long as you can stick within the allowable budget and you have made arrangements with your professors to make up missed assignments, OUR supports students staying for the entirety of a conference.

## What to Include in the Budget?

- Include all travel expenses (transportation, lodging, meals, registration, etc.)
- Include a per day cost as well as a total cost for each budget item
- If you are sharing costs with another traveler (i.e., hotel room, rental car, etc.), then you should include the total cost as well as the per person cost
- Include both (1) a table of anticipated costs of your travel as well as (2) a written description of what travel-related expenses you will incur (i.e., the Budget Justification)
- You may include local transportation to get between the airport and the hotel and the hotel and conference center, but not for more personal local transportation, such as going to dinner after the conference
- Meals that are not provided at the conference can be included in your budget (\$6 for breakfasts, \$11 for lunches, and \$19 for dinners)
- Cost of rental car and gas or mileage for a personal vehicle, including gas
- The total cost of the trip should be explicitly stated. If the cost of the trip is greater than allowed (\$1,000), you should clearly state how you will pay for the additional expenses.

### Keep these UWF Travel Policies in mind:

- To claim breakfast, travel must include 6-8am
- To claim lunch, travel must include 12-2pm
- To claim dinner, travel must include 6-8pm
- Use UWF negotiated rates with Enterprise for car rentals (also allows younger drivers to rent vehicles)
- New clothes, luggage, or briefcase are not allowable travel expenses
- For use of a personal vehicle, use the rate of 44.5 cents/mile, including gas
- Traveler can claim mileage from campus or his/her residence, whichever is **less**

## Things to Consider While Drafting:

- Is your budget realistic? Credible?
- Will you need to print a poster for presentation at the conference? (cost is ~\$45 at the Commons Service Desk)
- How much funding will you be requesting from OUR? Do the budget math before submitting to reviewers. Example: "I request a total of \$1,000 from OUR for this trip."
- Every item listed in the budget should be discussed in the Budget Justification
- Ideally, the reviewer should be able to look at your budget table and justification and have a general sense of where you are going, how long you will be staying, etc.
- Talk to your faculty mentor and dept Office Administrator to obtain University negotiated rates and prices – this will make your budget go farther and will tell the reviewer that you have done your planning
- Think about ways to extend limited dollars –ex. cost share where possible; don't pick The Ritz Carleton when the Travel Lodge will work; airline fees for checking bags may be inappropriate if your conference is only for 2 days
- UWF has specific guidelines related to travel – make sure that your request considers these guidelines (talk to your Dept's Office Administrator if you have questions)
- Travel must initiate on campus (whichever campus is your "home" campus) or your home, whichever is less – for example, if your conference is in Mobile, you must use the distance from Pensacola, even if you live in Milton
- Check your math before you submit! – you want to put your best foot forward and make your reviewers happy

## Example Budget for an OUR Travel Award Application

ITEM	DESCRIPTION	VENDOR	TOTAL COST
Airfare	Roudtrip airfare from Pensacola to Bozeman, MT	Delta	\$625
Lodging	3 nights lodging @ \$150.00/night = \$450 total room cost; will be shared by 2 students (\$450/2) = \$225 cost per student	Springhill Suites	\$225
Conference Registration	Student enhanced institutional member, early-bird, registration rate	CUR	\$180
Meals – 3/25/19	Lunch (\$11) and dinner (\$19) requested on outbound travel day (flight leaves at 11am)		\$30
Meals – 3/26/19	Breakfast and lunch included in conf registration; dinner only (\$19) requested on day 1 of conference		\$19
Meals – 3/27/19	Breakfast and lunch included in conf registration; dinner only (\$19) requested on day 2 of conference		\$19
Meals – 3/28/19	Breakfast and lunch included in conf registration; dinner only (\$19) requested on inbound travel day (flight returns 9pm)		\$19
Airport Shuttle – 3/25/19 and 3/28/19	RT shuttle from airport to hotel @ \$20 each way X 2 trips = \$40	Speedy Airport Shuttle Service of Bozeman	\$40
	Poster printing for 3’X4’ poster for conference presentation	UWF Commons Service Desk	\$45
		<b>Total Travel Budget</b>	<b>\$1,202</b>
		<b>Amount Requested from OUR Travel Award</b>	<b>\$1,000</b>

Because Bozeman, MT is too far to reasonably drive, I plan to fly to attend NCUR. I have priced out various airfare options and can get a reasonably priced fare with two lay-overs for \$625 RT between Pensacola and Bozeman on Delta. I will register for the conference before the “early bird” registration deadline to minimize the cost – for Enhanced Institutional Members of CUR (I have confirmed with the Office of Undergraduate Research that UWF has this type of membership), the cost of student registration is \$180. I plan to stay at one of the conference hotels, which provides shuttle service to the conference venue, and will share a room with Jane Smith, whose abstract has also been accepted to NCUR. The per night room rate at the Springhill Suites in Bozeman is \$150; the total cost of 3 nights in the hotel is \$450; divided by 2 students, the total cost of the hotel will be \$225/student. Based on the UWF Travel office rules dictating which meals I can request based on my travel times, as well as the conference agenda, which includes breakfasts and lunches on the days of the conference, I have requested a total of \$87 for meals. I have researched several airport transportation options and I believe that reserving a spot on the Speedy Airport Shuttle Service of Bozeman shuttle will be the most cost-effective option at \$20 each way. The total cost of the proposed travel to NCUR is estimated at \$1,202, which exceeds the allowable budget for an OUR Travel Award. **\$1,000 is requested from OUR and the estimated balance of \$202 will be requested from the Student Government Association.** I have already submitted my SGA request and, based on my faculty mentor’s experience, I anticipate that I have a good chance of receiving funds through this program. In the unlikely event that I do not receive funding through SGA, my faculty mentor, Dr. Tony Jones, has agreed to cover the \$202 through grant funding.