**UVA College of Arts & Sciences Research/Travel Grant Budget Template**

* Equipment/materials/supplies budget must be itemized and include per unit cost.
* For all travel and lodging budget items, you must follow state guidelines Please consult: <http://www.procurement.virginia.edu/pagetravelbasics>
* We do not provide funds for lodging or meals @UVA/Charlottesville.

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| **COST CATEGORY** | **AMOUNT** |
| **Personnel (INGRASSIA ONLY)** |  |
| Salaries and Wages |  |
| Fringe Benefits |  |
| SUB-TOTAL: PERSONNEL COSTS |  |
|  |  |
| **Equipment/Materials/Supplies** |  |
| Computer equipment |  |
| Laboratory equipment |  |
| Other equipment/materials |  |
| Office supplies |  |
| SUB-TOTAL: EQUIPMENT |  |
|  |  |
| **Travel** |  |
| Air Travel |  |
| Train Travel |  |
| Auto Rental (req. >100 miles/day) |  |
| Auto Mileage ($.50/mile) |  |
| Meals (per diem) |  |
| SUB-TOTAL: TRAVEL |  |
|  |  |
| **Lodging** |  |
| Hotel (#nights x daily rate + tax = total) |  |
| Room/apt. rental (only for away trips) |  |
| SUB-TOTAL: LODGING |  |
|  |  |
| **Participant Support Costs** |  |
| Participant Meeting |  |
| Participant Travel |  |
| Participant Others |  |
| SUB-TOTAL: PARTICIPANT COSTS |  |
|  |  |
| **Other Costs** |  |
| Photocopying |  |
| Printing |  |
| Postage |  |
| SUB-TOTAL: OTHER COSTS |  |
|  |  |
| **TOTAL BUDGET (add up all Sub-Total Costs, in red, from above)** |  |