

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.

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)	