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

* Equipment/materials/supplies budget must be itemized and include per unit cost. See second sheet. Please also upload quotes for all items into grant application.
* [For all travel and lodging budget items, you must follo](http://www.procurement.virginia.edu/pagetravelbasics)w state guidelines Please consult: <https://uvafinance.virginia.edu/travel-planning>
* We do not provide funds for lodging or meals @UVA/Charlottesville.

|  |  |  |  |
| --- | --- | --- | --- |
| **COST CATEGORY** | | | **AMOUNT** |
| **Equipment/Materials/Supplies – itemize below and attach quotes** | | |  |
| Computer Equipment (NO FUNDING FOR LAPTOPS/TABLETS) | | | $ 0.00 |
| Laboratory Equipment | | | $ 0.00 |
| Photography Equipment | | | $ 0.00 |
| Laboratory Supplies | | | $ 0.00 |
| Office Supplies | | | $ 0.00 |
| Other equipment/materials | | | $ 0.00 |
|  | | |  |
| SUB-TOTAL: EQUIPMENT | | | $ 0.00 |
|  | | |  |
| **Travel – attach travel quotes/receipts for all fares** | | |  |
| Air Travel | | | $ 0.00 |
| Train Travel | (NOT FOR SUBWAY/MASS TRANSIT) | | $ 0.00 |
| Auto Rental (req. >100 miles/day) | | | $ 0.00 |
| Auto Mileage (use IRS rates) (NO CAB FARES) | | | $ 0.00 |
| Meals (use per diem) | | | $ 0.00 |
|  | | |  |
| SUB-TOTAL: TRAVEL | | | $ 0.00 |
|  | | |  |
| **Lodging – attach quotes/receipts for all hotel/room stays** | | |  |
| Hotel (#nights x daily rate + tax = total) | | | $ 0.00 |
| Room/apt. rental (only for away trips) | | | $ 0.00 |
|  | | |  |
| SUB-TOTAL: LODGING | | | $ 0.00 |
|  | | |  |
| **Other Costs** | | |  |
| Meeting Registration | | | $ 0.00 |
| Printing of poster | | | $ 0.00 |
|  | | |  |
| SUB-TOTAL: OTHER COSTS | | | $ 0.00 |
|  | | |  |
| **TOTAL BUDGE** | **T (add up all Sub-Total Costs,** | **in red, from above)** | $ 0.00 |

# Itemization

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Description** | **Quantity** | **Unit Price** | **Subtotal** | **Total Cost** |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
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|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
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|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |