# 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 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |
|  |  | $ 0.00 | $ 0.00 | $ 0.00 |