

*Office of Grants and Contracts Administration*

**Sample Travel Table Justification**

**Year 1** Itemized Trip

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Purpose** | **Destination** | **Item** | **Rate** | **# of Travelers** | **Cost** | |
| Travel to relevant **XYZ** meeting to collaborate and disseminate information on research results | TBD | Airfare | $779/Flight | 2 | $1,558 | |
|  | Lodging | $224night x 2 | 2 | $896 | |
|  | M&I | $71/per day x3 | 2 | $426 | |
|  | Ground Transportation | $300/person | 2 | $600 | |
|  |  |  |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
| **Trip Total** | | | | | | $ | |

As a general guideline, a national two-three-day trip can be budgeted at $1,500 to $2,000; an in-state trip can be budgeted at around $1,200; and an international trip at $3,000 to $4,000 depending on location. It is often important to show how the trip was costed in your justification. Consider the cost of:

• Mileage: Per mile rate determined annually by the IRS (Updated yearly on Jan 1st, 20xx)

• Airfare: Based on actual cost; check online for rates for estimated time of year and destination

• Lodging: Domestic –[US General Services Administration (GSA)](https://www.gsa.gov/). Long-term; Foreign - up to max per diem.

• Meals and Incidentals (domestic): [US General Services Administration (GSA)](https://www.gsa.gov/).

• Meals Per diem (foreign): Budget by destination city.

• Ground Transportation: Ubers, Taxis, car rentals, airport parking, etc.

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