Itemized Travel Expenses

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost** | **Notes** |
| Cost of round-trip coach airfare | **+** | Mark NA if not flying |
| Cost of ground transportation  (Rideshare costs, mileage) | **+** | Mark NA if you will not have any cost of ground transportation  For mileage calculations, please visit <https://ap-purchasing.fo.uiowa.edu/travel/domestic-travel#mileage> |
| Lodging | **+** | Please detail number of days and rate per day |
| Meals | **+** | Please note that we do not cover alcohol expenses  For per diem for meals, please visit <https://ap-purchasing.fo.uiowa.edu/travel/domestic-travel> |
| Conference registration | **+** | Please note that we do not cover membership fees, optional lunches/meetings/excursions |
| Miscellaneous costs | **+** | Please itemize (ex. Visa procurement) |
|  |  |  |
| ***Applied Funding*** | - | Please itemize (ex. Audrey Qualls, GPSG, CGRER, departmental reimbursement or award) |
| **TOTAL COST OF TRAVEL** |  |  |

**\*Please convert to a PDF before uploading with application**