### Itemized Budget

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item # | Description of Item | Source  (Company) | Quantity | Individual Cost | Total Cost  (Quantity x Ind. Cost) | Amount Requested |
| 1 | Airfare\* | American Airlines | 1 | $465.50 | $465.50 | $0.00 |
| 2 | Lodging | Grand Hyatt (Conference site) | 8 nights | $62.16  ($248.64 total divided between 4 people) | $497.25 | $497.25 |
|  |  | Super 8 Motel | 8 nights | $60.76 | $486.11\*\* |  |
|  |  | Travelodge | 8 nights | $63.81 | $510.51\*\* |  |
| 3 | Meals |  | 3/day for 8 days | $39.00/day | $312.00 | $227.75 |
| 4 | Student Registration | Society for Vulcan Studies | 1 | $95.00 | $95.00 | $95.00 |
| 5 | Workshop Registration | Society for Vulcan Studies | 1 | $30.00 | $30.00 | $30.00 |
|  |  |  |  |  |  |  |
| Total: |  |  |  |  | $1,399.75 | $850.00 |
|  |  |  |  |  |  |  |

\* Additional airfare quotes are not included because an administrator of an outside grant previously purchased the lowest fare ticket.

\*\* The daily public transportation fare is approximately $13.00 roundtrip for more economical accommodations outside walking distance of the conference. The total for the week would be an additional $91.00 (7 days of commuting to conference events).

* Please note that applicants for reimbursement are not required to offer 3 price quotes.
* Also note that 3 price quotes are not necessary for non-negotiable items such as meals (use the per-diem rate or lower), conference registration, and workshop registrations.