

## Example Budget Justification 2018

### Travel Expenses

#### **Flights**

\$3,440 (5 people x \$688 round trip)

The YCA airfare round-trip from Portland Airport (PDX) to Ronald Reagan National Airport (DCA) is \$638 plus \$50 for taxes and fees, equals \$688 round trip per person. We plan to arrive on Monday and depart on Saturday, because the NAA is closed to researchers on Mondays.

*--- Name the airports you used to calculate the airfare ---*

*--- Note what days you plan to fly- costs usually depend on the day of the week ---*

#### **Baggage Fees**

\$250 (5 people x \$50 fee round trip)

The research team plans to check luggage on the trip. The average checked bag fee of the GSA contracted carrier listed on the City-Pair site is \$25 so checking a bag each way will cost \$50 per person for checked luggage.

#### **Lodging**

\$2,685 (5 people in 3 rooms x 5 nights)

The GSA lodging rate for January is \$179 a night. This number was calculated using three rooms for five nights.

*--- Note how many rooms you will need ---*

#### **Per Diem**

\$1897.50 (5 people x 4 days at \$69 plus 2 travel days at \$51.75)

The GSA per diem rate for Washington, DC is \$69 for full days and \$51.75 for travel days. \$379.50 total per diem per person.

#### **Local Travel**

\$150 The research team plans to utilize the Washington Metro system for local transportation between our hotel and the NMNH and between the airport and our hotel. Using the WMATA Trip Planner we calculated an average of \$3.00 per rush hour trip, twice a day, for 5 days, for 5 people. \$6 x 5 days x 5 people = \$150

*--- If you plan to use taxis around DC, estimate \$15-20 per ride ---*

*--- WMATA's website has a Trip Planner to determine costs per ride [www.wmata.com](http://www.wmata.com) ---*

#### **Parking**

\$120 (2 cars x 6 days parking at \$10 per day)

Cover parking costs for two cars left at Portland Airport while the research team is in Washington, DC.

EXAMPLE PROJECT BUDGET			
Recovering Voices Community Research Grant			
Project Title:		Example Project	
Project Lead:		Example	
Expenses	Description	Recovering Voices Amount Requested	Matching Funds
<b>TRAVEL</b>			
Flights	Roundtrip from Portland to DC for 5	4,128	
	Baggage Fees for 6	300	
Lodging	3 rooms at GSA rate x 5 nights	2,655	
Per diem	6 people x 4 days (\$69) + 2 days travel (\$51.75)	2,277	
Local Travel	Metro fare for 6 people x 5 days	150	
Parking	Airport Parking at Portland (2 cars x 6 days)	120	
<b><u>SUB-TOTAL</u></b>		<b>9,630</b>	<b>0</b>
<b>SUPPLIES</b>			
<b><u>SUB-TOTAL</u></b>		<b>0</b>	<b>0</b>
<b>OTHER EXPENSES</b>			
<b><u>SUB-TOTAL</u></b>		<b>0</b>	<b>0</b>
	<b>TOTAL COSTS</b>	<b>9,630</b>	<b>0</b>