Example Budget Justification 2016

Travel Expenses

**Flights**
$2,425 (5 people x $485 round trip)
The YCA airfare roundtrip from Chicago Midway Airport to Ronald Reagan National Airport is $410 plus $75 for taxes and fees, equals $485 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**
$2,655 (5 people in 3 rooms x 5 nights)
The GSA lodging rate for January is $177 a night. This number was calculated using three rooms for five nights.
--- Note how many rooms you will need ---

**Per diem**
$1,953 (5 people x 4 days at $71 plus 2 travel days at $53.25)
The GSA per diem rate for Washington, DC is $71 for full days and $53.25 for travel days.

**Local Travel**
$113 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 $2.25 per rush hour trip, twice a day, for 5 days, for 5 people. $2.25 fare x 2 trips x 5 days x 5 people = $112.50
--- 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) ---

**Supplies**
$100 Office Supplies are so we can make a copy for each participant to have his own set of the materials copied at the NAA. Prices used are from Staples.com.
1.5inch 3-ring binders, Avery D-ring 5x$7.99 = $39.95
300 pages x 4 people =1200 pages or 3 reams of paper at $6.49 each = $19.47
Black ink for printing copies (HP 96) $40.99

**Other Expenses**
$60 Copies Not all the materials the research team will be reviewing are digitized, so we wish to make copies of some of the material to take back home for further study. Using the National Anthropological Archives rate of $.20 per page, we plan to copy 300 pages.