Water Institute Travel Award

Estimated Budget Sheet

Provide itemized projected budget using the template below detailing what expenses will be requested from the Water Institute. Please indicate if other funding sources will cover budget items. **The amount requested from the Water Institute should not exceed $1000**. **These funds are subject to the** [**travel regulations**](https://www.fa.ufl.edu/departments/travel/) **for the University of Florida.**

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| --- | --- | --- | --- |
| **BUDGET ITEM** | **AMOUNT REQUESTED FROM WATER INSTITUTE ($)** | **AMOUNT FROM OTHER SOURCES**  **($)** | **JUSTIFICATION FOR BUDGET ITEM AND AMOUNT (including daily/nightly rates, etc.)** |
| Registration fee | $ | $ |  |
| Airfare | $ | $ |  |
| Mileage to and from destination  (Miles x .445) | $ | $ |  |
| Lodging | $ | $ |  |
| Meal allowance ([following UF Meals Directive](https://www.fa.ufl.edu/directives/meals/)) | $ | $ |  |
| Ground transportation (e.g., Taxi/Uber/Lyft) | $ | $ |  |
| Other expenses (*please specify*) | $ | $ |  |
| **TOTAL COSTS** | **$** | **$** |  |