

Water Institute Travel Award

Estimated Budget Sheet

Provide an itemized projected budget using the template below detailing what expenses will be requested from the Water Institute and 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](#) for the University of Florida.**

BUDGET ITEM	AMOUNT REQUESTED FROM WATER INSTITUTE (\$)	AMOUNT FROM OTHER SOURCES (\$)	JUSTIFICATION FOR BUDGET ITEM AND AMOUNT (including daily/nightly rates, etc.)
Registration fee	\$350	\$	Detail type of registration (regular, early-bird, membership discount, etc.) Provide a link to the registration page
Airfare	\$290	\$375	Provide starting and ending airport. Provide the name of the airfare carrier. Ex: Flight from MCO to SAT and back with American Airlines
Mileage to and from destination (Miles x .445)	\$	\$120.15	Provide start and end destination and estimated number of miles Ex: Transport Gainesville to MCO airport and back (270 miles total) $270 \times .445 = 120.15$
Lodging	\$313	\$527	Detail rate of rooms, type of room, hotel, number of days, and fees if applicable Ex: Single room at Example Hotel for four days (7/6/2024-7/10/2024) at \$210 per day for a total of \$840
Meal allowance (following UF Meals Directive)	\$	\$144	Detail number of days Ex: 4 days x \$36 meal allowance = \$144
Ground transportation (e.g., Taxi/Uber/Lyft)	\$47	\$	Detail purpose of ground transportation Ex: Uber from the airport to the conference center

Other expenses <i>(please specify)</i>	\$	\$	
TOTAL COSTS	\$1000	\$1166.15	If the total cost requested from the Water Institute is over \$1,000, the application will not be considered.