

**INTERNAL GRANT BUDGET**

**Please Use Line Items as They Apply to Your Grant Proposal**

|  |  |  |
| --- | --- | --- |
| **Budget Item**  Costs Associated with  Your Proposal | **Amount**  Round to Nearest Whole Dollar in  0.00 format | **Justification**  Briefly describe proposed expenditures, their appropriateness and importance. \* |
| **Travel**  *For example, costs for*:  **-**Conference Registration  -Hotel  -Airfare  -Ground Travel  -Per Diem Costs\*\*  -Other Relevant Travel Costs |  |  |
| **Fee(s) for Course/Activity** |  |  |
| **Materials and Supplies** |  |  |
| **Contractual Fee(s)** |  |  |
| **Student Help** |  |  |
| **Stipend** |  |  |
| **Other**  **(Please Describe)** |  |  |
| **Total Request** |  |  |

**\*** Attachment documentationto further justify budget (e.g., copies of published materials related to items in your budget such as airfare, mileage, registration fees, hotel rates, equipment, materials, course/training/workshop fees etc.). Please screenshot air itineraries from [www.Kayak.com.](http://www.kayak.com/) Justification for proposed expenditures is considered when determining funding level. Documentation required for funding travel.

***Links to supporting documentation may not be included.*** Please attach screenshots of supporting documentation for travel costs, conference fees, education and training costs, etc.

**\*\*** Funding shall be permitted for costs incurred up to the maximum per diem rates published by the US General Services Administration ([https://www.gsa.gov/travel/plan-book/per-](http://www.gsa.gov/travel/plan-book/per-) diem-rates). Applicants are required to pro-rate these budget items to account for partial days of travel as well as any meals included in conference costs.