

UMCES- Institute of Marine and Environmental Technology

Travel Estimate Form 2017

Name: _____ Email: _____

Purpose of Trip: _____

Which account should be charged for this trip? _____

(If you are unsure, please ask your PI **before** submitting your form)

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Trip Details

Estimated Cost

- 1) Airfare Estimate: _____ \$ _____
 (Please indicate from/to airports)

 - a. Transportation to and from airports? \$ _____
 (Taxi, shuttle, metro, uber, etc...)
 - b. Parking at the airport? \$ _____

2) Personal Vehicle Mileage: _____ x 2 = _____ x 0.535 = \$ _____*
 (One way) (Total) (Please include map/tolls)*

- 3) Car Rental: _____ x _____ = \$ _____
 (Rate per day) (# of days)

 - a. Estimated tanks of gas _____
 - b. How many other people are renting this car with you? _____

4) Lodging: _____ x _____ \$ _____
 (Hotel, dorm, etc...) (# of nights) (Please include 20% tax)

a. Parking at hotel? \$ _____

5) Per diem for domestic travel: \$45 per day X _____ days \$ _____
 (\$9 breakfast) (\$11 lunch) (\$25 dinner)

6) Conference* Fee: \$ _____

a. Transportation to and from conference site? \$ _____

b. Parking at conference site? \$ _____

Please provide the conference agenda/schedule

Total Estimated Cost \$ _____

To the best of my knowledge this travel is in accordance with the project that it has been assigned to as outlined in the terms and conditions of the award.

Principal Investigator Approval: _____