**Research Presentation Grant – Budget Form**

**Student Name:**

**UNH ID#:**

**Mentor Name:**

**Please review the Budget Instructions before completing this form**. In each category, provide the *exact* cost for each item to the best of your ability.

Note: This form was created as a table in Microsoft Word, so you should be able to manipulate it to fit your needs. You may enter information on the form electronically, save it, and return to it later for completion. Also, if you need more space, you may add rows to this form or attach a separate document that follows the same format.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Conference Registration** | | | | |  |
| **Conference Name** | **Conference Dates** | **Cost per Unit** | **Quantity** | **Total Cost** |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Conference Registration Subtotal** | | | | | **$** |
| **AIR TRAVEL (itemize round-trip airfare if using one airline or one-way fares if using different airlines)** | | | | |  |
| **From/To** | **Dates of Travel** |  |  | **Total Cost** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Air Travel Subtotal** | | | | | **$** |
| **GROUND TRANSPORTATION (e.g., train, bus, shuttle, subway, rapid transit, commuter rail, taxi)** | | | | |  |
| **From/To** | **Purpose (e.g., to/from hotel, conference)** | **Cost per Trip** | **Number of Trips** | **Total Cost** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Ground Transportation Subtotal** | | | | | **$** |
| **MILEAGE (if using personal vehicle, list each round trip separately: e.g. from Durham, NH to hotel; hotel to conference location; etc.)** | | | | |  |
| **From/To** | **Dates of Travel** | **Number of Miles**  **(round trip)** | **IRS mileage rate**  **(**[**current rate**](https://www.irs.gov/tax-professionals/standard-mileage-rates)**)** | **Total Cost** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Mileage Subtotal** | | | | | **$** |
| **TOTAL EXPENSES** | | | | | **$** |