Section A: Awardee’s Expenses

Fees (Honorarium): $__________

Travel (air, rail, bus or car [@$0.56/mile]): $__________

Lodging (room rate and taxes): $__________

Meals ($42 per day for domestic and international travel (breakfast-$8, lunch-$10, Dinner-$24)): $__________

Ground Transportation (taxi, parking fees): (costs must be documented). $__________

Other (Specify): $__________

Section B: Expenses Related to the Proposed Activity

Participants’ Stipends: $__________

Project Planner’s Stipend: $__________

Registration Fees: $__________

Material Development: $__________

(copier, printing, artwork: please research and document costs)

Interpreting Services: $__________

Other (Specify): $__________

TOTAL PROPOSED COST (TPC, Sections A & B): $__________

*Section C: Suggested Proposal Funding Sources to cover TOTAL PROPOSED COST:

Faculty Development: $__________

*Department Contribution: $__________

*School or External Contribution: $__________

*Although a department contribution is no longer required please seek out other possible sources of funding (in real dollars or in-kind contributions) and include those amounts on this form.

Document/justify all your expenses with attachments, including all contribution-supported expenses. Costs or fees without supporting documentation will be deducted from the faculty development portion of your proposal request - a cruel fate for an otherwise well crafted proposal! Paper copies of relevant web pages as well as emails are adequate as documentation.