

Sponsoring Club/Group: _____

Trip/Conference Title: _____

Number of Students: _____ Number of Sponsors: _____

Regulations on budgeting for travel are listed under the Planning Travel section of the Student Activities Handbook.

Budget Proposal		
Expenses	Student(s)	Sponsor(s)
Registration	_____ x _____ = _____	_____ x _____ = _____
Meals	_____ x _____ x _____ = _____	_____ x _____ x _____ = _____
Lodging	_____ x _____ x _____ = _____	_____ x _____ x _____ = _____
Rental Car(s)	_____ x _____ x _____ = _____	
Gas, Parking & Tolls	_____	
Inflation Funds	_____	_____
Total	_____	_____
Grand Total	_____	

Maximum Meal Allotments

Student Meals	
Breakfast (before 6 a.m.)	\$3.00
Lunch (before 12 p.m.)	\$6.00
Dinner (after 8 p.m.)	\$10.00

Sponsor Meals	
Breakfast (before 6 a.m.)	\$6.00
Lunch (before 12 p.m.)	\$11.00
Dinner (after 8 p.m.)	\$19.00

Meal monies can only be requested if the travel encompasses the set times for each meal.

Meal money is not permitted for:

- Meals included in registration/entry fee costs
- Meals provided as part of a conference/event
- Meals provided by a hotel (i.e., complimentary full breakfast)