# Sample Proposal Budget for Conference Travel (from 2023).

# Please note following this sample proposal, the SRG funding limit increased from $1,500 to $1,750. While the line items in this document are typical for proposals for students presenting at a conference, budget numbers and line items vary by proposal.

Please include an itemized budget. Applications will not be considered without a budget and brief budget justification. Please be as specific as possible and include only those items which directly pertain to your project. If you need additional space, please attach a separate page. Your budget should include the following:

* An item-by-item breakdown of how you plan to spend this money.
* The total amount you are requesting (not to exceed $1500.00).
* A brief budget justification not to exceed 250 words that further describes and/or explains specific line items.

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| Brief Description of Items | Amount |
| Student Conference Registration | $100.00 |
| Student Membership | $35.00 |
| Hotel – Cambria Hotel | $692.22 |
| Round Trip Flight | $350.00 |
| Per Diem | $276.50 |
| Poster Printing | $50.00 |
| Transportation to and from hotel | $70.00 |
| Mileage Reimbursement | $23.58 |
| Airport Parking | $24.00 |
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| Total Funds Requested from SRG: | $1,500 |
| Total Personal Out-of-pocket cost: | $121.30 |
| Total Budget | $1,621.30 |

Please prepare your budget justification as a separate document and paste the text in the space below.

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| **Student Conference Registration** is $100 which is the early bird rate valid till May 31st, 2023.  **Student Membership** Adding student membership to APA saves $60 compared to registering for the conference as a non-member student.  **Hotel** will be the Cambria Hotel Washington, D.C. Convention Center which costs $199.00 per night (597.00 for 3 nights), plus $95.22 for taxes and fees (total cost 692.22). This hotel was chosen due to being walking distance to and from the convention center, as well as being a lower price than the other hotels around the convention center.  **Roundtrip Flight** could cost up to $350. Using Ohio States Oncourse booking website, roundtrip flights on Southwest current pricing is ranging from $250-350. This budget will account for the anticipated increase in pricing between the current date price as of April 25th, 2023, till the booking date.  **Per Diem Rate** in Washington D.C. is $59.25 for travel days and $79 per day staying. Two travel days will be included (August 2nd and August 5th, 2023) and two full days (August 3rd & 4th, 2023) totaling $276.50.  **Poster Printing** is budgeted through The Ohio State Universities Uniprint totaling $50.  **Transportation to and from hotel** Using the current cost of Uber rates from the Washington D.C. Airport to the Cambria Hotel as of April 25th, 2023, the estimated pricing will be around $35 per trip ($70 total).  **Mileage Reimbursement** rate according to OSU Office of Business and Finance is currently 65.5 cents per mile. My house is calculated to be 18 miles away from CMH (Columbus International Airport) totaling 36 miles there and back. That would bring the total reimbursement cost to 36 x $0.655 = $23.58  **Airport Parking** includes 4-day parking at the Columbus International Airport which is $6 per day in the Green Lot totaling to $24.  [As of 2024, if applicable, add budget justification for exceeding SRG proposal limit and additional funding source(s) here. If using personal funds, confirm that you understand that any costs exceeding the SRG funding limit will be paid for with your own personal funds.] |