



**Pott College Interdisciplinary Grant
BUDGET WORKSHEET**

1) Materials and Supplies (Materials and Supplies encompasses items with a per unit value <\$5k; i.e. lab consumables, training materials, computers, small lab equipment)

a. Categorize
(broadly)

Subtotal 1) _____

2) Travel

Mileage:

\$.44/mile X _____ miles X no. of persons = amount (keep records)

[Mileage capped at best available airfare 30 days out.]

Airfare: Best available estimate from Travel Office round-trip to destination

Room/Hotel:

\$ _____ room rate X _____ days = amount = \$ _____ x .12 (Tax) = \$ _____

Board/ Per diem:

_____ days X \$26 (in Indiana or \$32 out-of-state) = amount = \$ _____

SUBTOTAL 2) _____

3) Consultant/Contractual (Please Explain in Detail)

a. (Statistician, photography, laboratory services, etc.)

SUBTOTAL 3) _____

4) Other Costs (Please Explain in Detail)

a. Publication Costs/Copies

SUBTOTAL 4) _____

TOTAL REQUEST (1-4) \$ _____