

NATIONAL CONFERENCE SCHOLARSHIP BUDGET WORKSHEET

(FIELDS IN GREY WILL FILL IN AUTOMATICALLY)

Adobe Reader Required to fill out form – [Download Free](#)

Conference Budget Items*	Grant Amount Request	Optional Match (if applicable)	Request & Match Total
Tuition/Registration Fee Number Attending: _____			
Transportation Cost Miles to _____ and from _____ conference			
Lodging Number of rooms _____ X Number of nights _____ X rate _____			
Per diem Number of Breakfast _____ X \$8.00 Number of Lunch _____ X \$10.00 Number of Dinners _____ X 17.00			
Totals:			

Notes:

- Meals not included in with the conference fee are allowable on a per diem basis as follows:
Breakfast=\$8.00 Lunch=\$10.00 Dinner=\$17.00
- Transportation cost can include taxi, parking, bus, train, and rail
- Federal General Service Administration (GSA) [rates for travel](#) and [lodging](#) must be used when figuring budget costs.