

## Example Budget Justification 2022-2023

### Travel Expenses

#### **Flights**

\$4,020 (6 people x \$670 round trip)

The YCA airfare round-trip from Detroit (DTW) to Ronald Reagan National Airport (DCA) is \$618 plus \$50 for taxes and fees, equals \$670 round trip per person. We plan to arrive on Monday and depart on Saturday, because the NAA is closed to researchers on Mondays.

*--- Name the airports you used to calculate the airfare ---*

*--- Note what days you plan to fly- costs usually depend on the day of the week ---*

#### **Baggage Fees (Matching Funds)**

\$360 (5 people x \$50 fee round trip)

The research team plans to check luggage on the trip. The GSA contracted carrier between DTW and DCA is Delta who has a checked bag fee of \$30. Checking a bag each way will cost \$60 per person.

#### **Lodging**

\$3,765 (5 people in 3 rooms x 5 nights)

The GSA lodging rate for October 2022 is \$257 a night. This number was calculated using three rooms for five nights. There will be two travelers in each room.

*--- Note how many rooms you will need and how many travelers in each room ---*

*--- Note what month you have used to budget for lodging ---*

#### **Per Diem (partial Matching Funds)**

\$2,508 (5 people x 4 days at \$76 plus 2 travel days at \$57)

The GSA per diem rate for Washington, DC is \$79 for full days and \$59.25 for travel days.

Matching Funds: \$294 of per diem will be covered by matching funds. Each person will be paid a total of \$369 in per diem from Recovering Voices.

#### **Local Travel (Matching Funds)**

\$216 The research team plans to utilize the Washington Metro system for local transportation between our hotel and the NMNH and between the airport and our hotel. Using the WMATA Trip Planner we calculated an average of \$3.00 per rush hour trip, twice a day, for 6 days, for 5 people. \$6 x 6 days x 6 people = \$216

*--- If you plan to use taxis around DC, estimate \$15-20 per ride ---*

*--- Taxi vans exist, but don't count on getting one every time. Most taxis carry 3 or 4 people ---*

*--- WMATA's website has a Trip Planner to determine costs per ride [www.wmata.com](http://www.wmata.com) ---*

#### **Parking (Matching Funds)**

\$144 (2 cars x 6 days parking at \$12 per day)

Cover parking costs for two cars left at Portland Airport while the research team is in Washington, DC.

Long-term parking at Detroit Airport (DTW) costs \$12 per day. Cover 2 cars parking for 6 days at \$12 per day = \$144