

Name of Traveler: _____ Travel Dates: Depart: _____ Return: _____
 Name of Event: _____
 Location: _____
 Justification: _____

COST ESTIMATE:

Round trip rate*:

Airfare:

Airfare taxes and surcharges (20%): _____

*Concur Govt. Contract Discounted fare
 (round trip) _____

Subtotal: _____

Private Vehicle:

Total miles traveled: _____

Rate per mile (\$0.67)*: _____

*GSA POV mileage reimbursement rate _____

Subtotal: _____

Lodging:

Number of nights: _____

Taxes (20%): _____

Rate per night: _____

Subtotal: _____

If the lodging rate is higher than the government rate, please note this in the justification box

Per Diem:

Daily Rate: _____

For domestic per diem, click here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Number of partial Days (first and last): _____

Number of full days: _____

Subtotal: _____

Ground transportation:

Concur Transaction Fee – Full service, domestic air/rail:

(Domestic \$35.00, International air/rail \$40.00)

Baggage Check Fee: (round trip)

If total exceeds \$2,000, explain in justification box **Total:** _____

What project should be charged?

Are you requesting money from CCDOR (FCP 408) or Research Admin (FCP 101)?