

GSA Meeting Budget	
Name of meeting, dates	
Expense	Cost
1. Airfare/Transportation	
2. Lodging (# of days/cost per night)	
3. Ground Transportation (to/from meeting)	
4. Per diem (food/# of days)	
5. Other costs (baggage, airport parking, etc.)	
<i>Subtotal</i>	
TOTAL REQUEST	

Tips:

1. Book your ticket early for the best prices. If you will be driving consider mileage amounts. GSA uses \$0.58 per mile. Make a realistic estimate by looking up airfare or calculating miles.

2. Consider sharing a room, hostel, or Airbnb to save. Check website for the best prices and make sure to estimate for taxes.

3. Look into public transportation or Uber/taxi options. You can go online and find an estimate.

4. There may be some events that have food but most events will have reception-style appetizers only. Think about other costs like coffee/tea or water during the meeting. OTF morning sessions offer bagels and coffee.

5. Consider other travel costs such as airport parking or baggage charges.

6. Be realistic! Don't underestimate your costs because you will be left to cover more expenses on your own. But do not overestimate your costs either because the review committee will question your numbers.