

2020 GSA Joint Section Meeting Budget

Dates You Will Attend

Expense	Cost
1. Airfare/Transportation	
2. Lodging (# of days/cost per night)	
3. Ground Transportation (to/from meeting, to/from airport)	
4. Per diem (food/# of days)	
5. Field trips, short courses, etc.	
6. Other costs (airport parking, baggage, dependent care, etc.)	
7. Dependent Care (#of days/costs per day)	
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. The committee strongly recommends that students share a room, hostel, or Airbnb. 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. Use the Federal rates for per diem to estimate your costs.
(<https://www.gsa.gov/travel/plan-book/per-diem-rates>)
5. You may request funds to attend a field trip, short course, or other event at the meeting with a cost associated with it.
6. Consider other travel costs such as airport parking or baggage fees.
7. Consider requesting dependent care for children or others. You can calculate this by estimating daily costs for care while you are away.

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.