

Budget Sample with Airfare

Budget for XYZ Conference in Houston, TX
(See supporting documentation attached: pages 2-6)

Airfare	\$395.20
Baggage fee	\$100.00
Shuttle from Airport to Hotel (round-trip)	\$ 26.00
Lodging	\$296.00
Conference Fees	\$100.00
Meals:	\$118.30
TOTAL	\$1, . 0

2 airlines, \$25 per airline one way

Government per diem rate is $71 * \frac{1}{3} = 23.66 * 5$ days

Budget Sample with Mileage

Budget for ABC Conference in Indianapolis, IN
(See supporting documentation attached: pages 6-9)

Mileage	\$31.00
Lodging	\$374.12
Meals:	\$61.00
TOTAL	\$466.12

See gasbuddy.com/Trip_Calculator - report attached
(OR $\text{Total miles} / \text{miles per gallon} * \text{current fuel cost}$
 $276 \text{ miles} / 29 \text{ mpg} * 3.289 = \text{about } \31)

Government per diem rate is $61 * \frac{1}{3} = 20.33 * 3$ days

Note:

Use of the traveler's personal automobile will be reimbursed based on miles traveled (not the Internal Revenue Service mileage rate which is designed to cover gas, oil, and fixed costs such as insurance and depreciation).

Students will be reimbursed for round-trip economy airfare or miles traveled via automobile, whichever is less.

Conference XYZ Expenses

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Summary

1 Ticket / Roundtrip
SBN South Bend to
HOU Houston

Leave: Sun 12-Feb
Return: Thu 16-Feb

1 adult \$338.00
Taxes & Fees \$57.20
Total \$395.20

Total price for this trip: \$395.20Only 3 tickets left at this price! [i](#)[I have a coupon.](#)

Your flight could cost **\$295 instead of \$395!** Get up to **\$100 off** when you're approved.
[See details >](#)

1 Review the flight details

Traveling to Houston

Sun 12-Feb-12

South Bend (SBN) to **Detroit** (DTW)
Depart 3:26 pm Arrive 4:41 pm
Terminal EM167 mi
(269 km)
Duration: 1hr 15mnFlight: **3137**
Operated by: COMAIR DBA DELTA
CONNECTION**Economy/Coach Class**, Canadair RJ, 90% on time **Detroit** (DTW) to **Dallas** (DFW)
Depart 5:50 pm Arrive 8:03 pm
Terminal EM Terminal E995 mi
(1,601 km)
Duration: 3hr 13mnFlight: **5505**
Operated by: ASA DBA DELTA
CONNECTION**Economy/Coach Class**, Refreshments For Purchase, CR9, 70% on time **Dallas** (DFW) to **Houston** (HOU)
Depart 10:45 pm Arrive 11:45 pm
Terminal B233 mi
(375 km)
Duration: 1hr 0mnFlight: **2918**
Operated by: AMERICAN EAGLE**Economy/Coach Class**, Food For Purchase, Embraer RJ145, 90% on time

Total distance: 1,395 mi (2,245 km)

Total duration: 5hr 28mn (9hr 19mn with connections)

Traveling to South Bend

Thu 16-Feb-12

Houston (HOU) to **Dallas** (DFW)
Depart 6:00 am Arrive 7:05 am
Terminal B233 mi
(375 km)
Duration: 1hr 5mnFlight: **3265**
Operated by: AMERICAN EAGLE**Economy/Coach Class**, Food For Purchase, Embraer RJ145, 80% on time **Dallas** (DFW) to **Detroit** (DTW)
Depart 9:25 am Arrive 1:03 pm
Terminal E Terminal EM995 mi
(1,601 km)
Duration: 2hr 38mnFlight: **3301**
Operated by: PINNACLE DBA
DELTA CONNECTION**Economy/Coach Class**, Refreshments For Purchase, CR9, 90% on time **Detroit** (DTW) to **South Bend** (SBN)
Depart 1:48 pm Arrive 2:59 pm
Terminal EM167 mi
(269 km)
Duration: 1hr 11mnFlight: **3137**
Operated by: COMAIR DBA DELTA
CONNECTION**Economy/Coach Class**, Canadair RJ, 90% on time

Total distance: 1,395 mi (2,245 km)

Total duration: 4hr 54mn (7hr 59mn with connections)

Tip: Flight terminals may change. Please confirm the terminal with the airline before leaving for the airport.

[Additional airline fees may apply at check-in](#)

Fees may be charged by airlines for services such as preferred seat selection and baggage handling. Please note that fees are determined by the airline you check in with and may change at anytime.

Airline i	1st Checked Bag	2nd Checked Bag
Delta	\$25.00 each way	No fee
American Airlines	\$25.00 each way	\$35.00 each way

Don't see the fee you're looking for? Check our [Airline Fee Chart](#)

*Additional overweight baggage fees are charged and vary by airline. Check with your airline for weight restrictions.

[Close](#)

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Conference XYZ Expenses

Select your ride



SuperShuttle
Shared-Ride Van

\$26.00 USD

● Ride Now Available



EXECUCAR
Black Car Meet and Greet

\$70.00 USD

● Ride Now Available



SuperShuttle
Non-Stop Van

\$74.00 USD

Reservation Summary

✓ Trip Details	
Airport	Houston Intercontinental Airport (IAH)
Drop Off Location	Four Points by Sheraton Houston Greenway Plaza 2828 Southwest Fwy, Houston, TX, US 77098
Passenger(s)	1
Baby seat	0
Booster seat	0
Return Trip	Yes
EDIT	

Start Over

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Welcome Guest | Sign Out (<http://www.expedia.com/pub/agent.dll?qsc=exit&flag=amlkz&cont=1>) | My Itineraries (<http://www.expedia.com/pub/agent.dll?qsc=logi&selc=3>) | www.expedia.com/daily/service/default.asp | Feedback (https://secure.opinionlab.com/cc01/comment_card.asp) Search Expedia

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Flights (<http://www.expedia.com/Flights/>) Cruises (<http://cruise.expedia.com/>) Activities (<http://www.expedia.com/daily/activities/default.asp>) DEALS & OFFERS (<http://WWW.EXPEDIA.COM/DAILY/DEALS/DEFAULT.ASP>)
Rewards (<http://www.expedia.com/daily/highlights/rewards.asp>)

NEW HOTEL SEARCH

Find hotels near:

A city

Where to stay

Houston, Houston, Texas, United States

Check-in:

02/12/2012

Check-out:

02/16/2012

Rooms:

1

Adults:

1

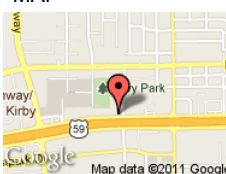
Children:

0

Show Additional Options

SEARCH FOR HOTELS

MAP



View map

Other Hotels Nearby

Sponsored Listings

- Embassy Suites Hotel Houston-Near The Galleria
2.7 miles
- Residence Inn by Marriott Houston Downtown
3.8 miles
- Courtyard by Marriott Houston Downtown
3.8 miles

Four Points by Sheraton Houston Southwest

2828 Southwest Fwy Houston, TX 77098 United States of America
1-866-599-6674

Business-district hotel 6 miles from downtown Houston

Near Galleria

Located in the Greenway Plaza business district, Four Points by Sheraton Houston Southwest is less than 4 miles from the upscale Galleria shopping center and about 6 miles from Minute Maid Park and downtown Houston. [Show more](#)

Hotel Details

Guest Reviews

PHOTOS



View photos

GUEST REVIEWS

3.8
out of 5

Expedia Guest
Rating



TripAdvisor
Traveler Rating
(What's this?)

See all 93 Reviews

ROOMS & RATES (4 NIGHTS: 02/12/2012 - 02/16/2012)

Prices are per room/unit with 1 guest. Change your search

Room type	Sun	Mon	Tue	Wed	Avg rate per night*
Traditional King - Special Offer! Non-refundable Includes: Free Parking, Free High-Speed Internet	\$85 \$68	\$95 \$76	\$95 \$76	\$95 \$76	\$74.00 BOOK NOW
Limited-Time Offer! Save 20% on This Reservation					
Traditional Double - Special Offer! Non-refundable Includes: Free Parking, Free High-Speed Internet	\$85 \$68	\$95 \$76	\$95 \$76	\$95 \$76	\$74.00 BOOK NOW
Limited-Time Offer! Save 20% on This Reservation					
Traditional King Includes: Free Parking, Free High-Speed Internet	\$85	\$95	\$95	\$95	\$92.50 BOOK NOW
Traditional Double Includes: Free Parking, Free High-Speed Internet	\$85	\$95	\$95	\$95	\$92.50 BOOK NOW

* Prices are per room/unit and do not include taxes and service fees or any extra guest charges.

Travelers Who Booked Similar Trips also Considered



Crowne Plaza Houston River Oaks



Club Quarters in Houston



Aloft Houston by the Galleria

Other hotels in or around Houston

Hotels in Houston (/Houston-
Hotels.d178265.Travel-Guic
Hotels?chkin=02%2F12%
2F2012&chkout=02%2F16%
2F2012&rm1=a1&c=c47b76
492e-ab49-3714644ec0e0&)

Studio Plus Houston -
Greenspoint (/Houston-I-
Studio-Plus-Houston-
Greenspoint.h104201.Hc
Information?chkin=02%2
2F2012&chkout=02%2F
2F2012&rm1=a1&c=c47
1361-492e-ab49-
3714644ec0e0&)

Days Inn Houston (/Hou-
Hotels-Days-Inn-
Houston.h901558.Hotel-
Information?chkin=02%2
2F2012&chkout=02%2F
2F2012&rm1=a1&c=c47
1361-492e-ab49-
3714644ec0e0&)

Quality Inn & Suites La F
(/Houston-Hotels-Quality
Suites-La-Porte.h31732-
-Information?chkin=02%
2F2012&chkout=02%2F
2F2012&rm1=a1&c=c47
1361-492e-ab49-
3714644ec0e0&)

Sleep Inn & Suites 145
North/Bush Airport (/Hou-
Hotels-Sleep-Inn-Suites-
NorthBush-
Airport.h3851799.Hotel-
Information?chkin=02%2
2F2012&chkout=02%2F
2F2012&rm1=a1&c=c47
1361-492e-ab49-
3714644ec0e0&)

La Quinta Inn & Suites N
Caney (/Houston-Hotels-
Quinta-Inn-Suites-New-
Caney.h3007141.Hotel-
Information?chkin=02%2
2F2012&chkout=02%2F
2F2012&rm1=a1&c=c47
1361-492e-ab49-
3714644ec0e0&)

Staybridge Suites Houst
Stafford Sugar Land (/Hc
Hotels-Staybridge-Suites
Houston-Stafford-Sugar-
Land.h3873258.Hotel-
Information?chkin=02%2
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2F2012&rm1=a1&c=c47
1361-492e-ab49-
3714644ec0e0&)

La Quinta Inn & Suites H
-Normandy (/Houston-Hc
-Quinta-Inn-Suites-Hous
Normandy.h2419642.Ho
Information?chkin=02%2
2F2012&chkout=02%2F
2F2012&rm1=a1&c=c47
1361-492e-ab49-
3714644ec0e0&)

Comfort Suites Stafford
(/Houston-Hotels-Comfo
Suites-Stafford.h42965.H
Information?chkin=02%2
2F2012&chkout=02%2F
2F2012&rm1=a1&c=c47
1361-492e-ab49-
3714644ec0e0&)

Sleep Inn and Suites Ba
(/Houston-Hotels-Sleep-
Suites-Baytown.h58626
Information?chkin=02%2
2F2012&chkout=02%2F
2F2012&rm1=a1&c=c47

Conference XYZ Brochure

Houston, Texas

February 13 – February 15

One highlight of this year's conference will be early results from the Near Earth Asteroid Rendezvous (NEAR) spacecraft, which went into orbit around the asteroid Eros. As the first spacecraft to orbit an asteroid, the NEAR mission promises to answer fundamental questions about the nature and origin of asteroids in the vicinity of Earth's orbit. These objects are of interest as the primary source of large bodies that collide with Earth, greatly influencing the evolution of the atmosphere and life on our planet.

Conference fee: \$100

2012

Meals
& Inc.
Exp.**

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Vehicle Information

2008

Chevrolet

Cobalt (Auto 2.2L, FWD)

City

22

Hwy

31

Tank

13.0

Fuel Type

Regular

mpg

gal

[or Enter My Own Information](#)

Advanced Options

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maximize my savings

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Trip Summary

**South Bend, IN to Indianapolis, IN
to South Bend, IN****Total Trip Cost**
\$31.07

Price of Gas

**\$3.289**

* Area Average

Distance

**275.9 mi**

Fuel Used

**9.45 gal**

Carbon Footprint

**226.73 lbs**

No fills required on this trip.

**South Bend, IN**[Show Directions](#)

137.9 mi (about 3 hours 3 mins)

**Indianapolis, IN**[Show Directions](#)

138 mi (about 3 hours 8 mins)

**South Bend, IN**

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Conference ABC Expenses

Courtyard by Marriott Indianapolis Downtown
 601 West Washinton Street INDIANAPOLIS, IN 46204
1.888.614.1750
 Indianapolis: Downtown Indianapolis
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Avg Nightly Rate
Guest room, 2 Queen - Free Internet
\$160
[Book Now](#)

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 Check-in time: 3:00pm
 Check-out time: 12:00pm
 Select your room type and continue below.

Room Types	Mon Mar 19	Tue Mar 20	Avg. Nightly Rate*
☒ Guest room, 2 Queen - Free Internet	\$159.95	\$159.95	\$159.95
☐ Guest room, 1 King, Sofabed - Free Internet	\$159.95	\$159.95	\$159.95

Review your total price and continue

Guest room, 2 Queen - Free Internet (1 Adult), 2 Nights	\$319.90
Tax Recovery Charge & Service Fees	\$54.22
Total:	\$374.12

Note: Unless otherwise noted, the rates shown above do not include (if applicable) [Extra Person Fees](#), [Child Fees](#), [Additional Mandatory Hotel Charges](#) or optional incidentals, such as parking, room service or movies.

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* Check-in:

03/19/2012

* Check-out:

03/21/2012

Rooms:

1

Adults (18+)

Room 1: 1

Children (0-17)

0

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Conference ABC Expenses

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[illegible]