

Budget Justification (example)

This document relates to the application of John Smith for an Alaska NSF EPSCoR Travel Award to attend the American Geophysical Union Fall Meeting in San Francisco, Calif. from Dec. 13-17, 2023. *(Please note travel/meeting/conference dates, meeting/event name and travel location).*

Total funds of **\$3,358.61** are requested, broken down as follows:

Travel

Domestic air travel: One round trip is budgeted for travel from Fairbanks, Alaska to San Francisco, Calif. (at **\$1182.42** for airfare) to attend the 2023 AGU Fall Meeting to meet with scientists and present research results. Airfare cost data is based on internet search on the Alaska Airlines site on Nov 10, 2023.

Airport shuttle service is budgeted in New Orleans at **\$50** (\$25/trip for two trips.)

Hotel lodging is budgeted at **\$1161.19** for five nights at \$199/night plus taxes at the negotiated AGU conference rate reserved through the AGU website. Internet search on hotels.com on Nov 10, 2021 revealed that current market rates for the conference dates are higher than this AGU conference rate.

Per diem* is **\$395** (\$79/day for 5 days) for New Orleans.

Sub-total travel: \$2788.61

Contractual Services and Other Direct Costs

AGU registration is budgeted at **\$500**. AGU abstract submission fee is budgeted at **\$70**.

Subtotal direct costs: \$570

Total travel request: \$3,358.61

*Per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The per diem rate for Anchorage, Fairbanks, Juneau and their surrounding communities within a 50-mile radius is \$70, as set by the UA president.