

GPSA Funding Request Financial Calculation Worksheet

Expense	Explanation	Cost
Registration/Conference Fees		
Local Transportation		
Local Parking		
Transportation		
Lodging (includes taxes)		
Destination Transportation		
Per Diem		
Total Expense		

INSTRUCTIONS AND DISCLAIMERS

1. It is the applicants' responsibility to research the expenses requested for funding through GPSA funds. Applicants conducting this research and applying for GPSA funds should not assume that the University of Idaho or GPSA Committee will approve their application or provide full funding to their requested expenses. Applicants are responsible for any expenses they incur without prior approval of their application or for any expense in excess of those funds approved by the GPSA committee.
2. Only fill out the above fields of information if applicable to your expenses. If there is no expense, please elaborate why (ex: "No Registration Fee For Students"). If an expense is more than 10% of those listed on the General Services Administration (GSA) for lodging, please give a short explanation (see below for GSA information). This does not eliminate funding for this expense but only provides justification.
3. Provide a short explanation of the expense and any details that you find pertinent to answer the GPSA committee questions.
4. Each numerical value should include associated taxes and fees for that particular expense.

DEFINITIONS

- 1. Registration/Conference Fee:** means the expense to attend or register for the conference, symposium, meeting or other gathering in which applicant is attending. Applicants should inquire about student rates or waiver of conference fees whenever applicable.
- 2. Local Transportation:** means the expense to get to the main mode of transportation. This may be a taxi or bus to the airport or other modes of transportation.
- 3. Local Parking:** means the expense of parking required at main mode of transportation. This may be parking at the airport to take the flight to event.
- 4. Transportation:** means the expense for transportation from the local area to the location where the event in which the applicant is attending. Examples include airfare, bus fare, and standard mileage rate. For all taxes and fees for air fare and bus fare. Include a separate line within the Transportation expense line for fees such as Baggage Fee. Standard mileage for 2015 is \$0.58 per mile (use of personal vehicle). See www.gsa.gov.
- 5. Lodging:** means the hotel, bed and breakfast, or other lodging expenses. State, local, and other taxes and fees should be included. Lodging expenses should be within 10% of the GSA rates found on www.gsa.gov. If you cannot find lodging within 10% of the rate at which your destination is located, please provide a justification on your application.
- 6. Destination Transportation:** means transportation required to and from airport to lodging, to and from lodging and meeting location, between lodging, hotel, and meeting location. See www.taxifarefinder.com to get an estimate on the cost for taxi. Applicants are encouraged to research expenses for other possible destination transportation such as bus and trolley.
- 7. Per Diem:** means the daily meal and incidental rate. See www.gsa.gov for the standard per diem rate for the destination location.