

**Global Education Faculty Travel Grant Proposed Budget
PLEASE USE THIS FORM**

US Dollars Only

Transportation (\$800 maximum allowed) (documentation needed for each cost)	
Air, bus, or train price quote	\$ _____
Airport shuttle/taxi	\$ _____
State car*	\$ _____
Personal vehicle or rental*	\$ _____
Parking	\$ _____
<i>*Use State of Minnesota guidelines to determine maximum allowed</i>	
Total Transportation	\$ _____

Meals (# of meals x rate* = total)	
Breakfast _____ x _____	\$ _____
Lunch _____ x _____	\$ _____
Dinner _____ x _____	\$ _____
<i>*State of Minnesota maximum allowed rate</i>	
Total Request for Meals	\$ _____

Lodging (# of nights x rate) (documentation needed)	
Nights _____ x _____	
Total Lodging	\$ _____

Total Expenses \$ _____

Total Request \$ _____

Signatures:

_____ Applicant _____ Date

_____ I have reviewed this application: Department Chair _____ Date

_____ I have reviewed this application: Dean/Dir./Supervisor* _____ Date

Note: If the applicant is a fixed-term employee, the Dean/Director/Supervisor must attach signed documentation that the individual will be on contract the term following the award period.

If the application is completed and the dates of the activity are prior to Global Education Advisory Council approval, please note that an Employee Expense Report needs to be completed within the 60-day period in regards to the Tax Implication (effective July 1, 2006) that can be found under the Employee Business Expense Changes on the Global Education Faculty Curriculum Development and Travel Grant guidelines. (<http://www.mnsu.edu/busoff/travel/news/051208.html>)