*Please use this Budget Justification sample as a template by repurposing the information below to match your project’s costs.*

PI Name:

Co-PI Name:

Project Title:

Project Time Period:

This budget reflects costs associated with field travel estimated to begin on DATE and ending on DATE. The estimated length of travel is # month(s) in year 1 and # month(s) in year 2. The field work will take place in City, State, Country. The purpose of the fieldwork is to PROVIDE PURPOSE which entails living in City, State, Country for a period of # month(s) per grant year (# months total), and to DESCRIBE ADDITIONAL TASKS for the project.

**Travel Costs**

Travel arrangements will be made through contract vendors (Anthony Travel and Corporate Travel Planners) to ensure economic and competitive airfares. The lodging and per diem rates are predetermined by The University of Texas’ Travel Aid, U.S. General Services Administration, and the U.S. Department of State Per Diem rates. Student [travel policies for international travel](https://world.utexas.edu/risk/travel/policies) at The University will also be followed. Travel described below is requested for one person, the Co-PI First and Last Name. The anticipated dates of travel will be from DATE to DATE and the number of days per trip will last # days (total of # days over two years).

**International Travel**

Airfare

Fieldwork will take place in . Travel to from Austin, Texas is expected to take place in and , and the round-trip ticket is estimated at $. per trip as per the Anthony Travel website. Travel will be on an American carrier per the [Fly America Act](https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act).

|  |  |
| --- | --- |
| [$ x. ] | **Total Airfare: $** |

Lodging, Meals, and Ground Transportation:

Travel costs for lodging, meals, and ground transportation are based on modest student-level living expenses; based on costs provided by the field site and previous experience researching there.

Lodging: Lodging in is estimated at $. /day, which is approximately $. per month for months and an estimated total of $. for the -month period. This estimate is based on prior first-hand experience living in and costs estimated by the field site.

|  |  |
| --- | --- |
| [$ x ] | **Total Lodging: $** |

Per diem (meals): Per diem funding is requested at an estimated rate of $. /day, totaling $. per month for months.

|  |  |
| --- | --- |
| [$ x ] | **Total Per Diem: $.** |

Ground Transportation: Local Ground Transportation around : In order to access the times in Year and times in Year .

|  |  |
| --- | --- |
| [$ x ] | **Total Ground Transportation: $.** |

|  |  |
| --- | --- |
| **Total Travel** | **$** |

**Other Direct Costs**

Materials and Supplies:



|  |  |
| --- | --- |
| [$ ] | **Total Materials and Supplies:** $ |

Consultants:

. Such services will be for days in Years (. total) at an estimated hourly rate of $. /day.

|  |  |
| --- | --- |
| [$ ] | **Total Consultants:** $ |

Lab Analysis/Soil samples done by on site consultant. $. per hour for hours each year = $. per year

|  |  |
| --- | --- |
| [$ ] | **Total Lab:** $. |

Other Costs

University International Insurance Coverage program: The University’s Student International Travel Policy includes mandatory enrollment in the [Overseas Insurance program](https://global.utexas.edu/risk/travel/overseas-insurance). This program costs $19 per week, which will total $. for \_ weeks per year, totaling $. for two years.

[$. ] **Total: $.**

Visa Fees: The cost for obtaining a visa for each year of the grant is estimated at $ per year.

|  |  |
| --- | --- |
| [$ ] | **Total Visa Fees:** $ |

Permits:

|  |  |
| --- | --- |
| [$ ] | **Total Permit Fees:** $ |

|  |  |
| --- | --- |
| **Total Other Direct Costs** | **$** |

|  |  |
| --- | --- |
| **Total Direct Costs** | **$** |
| **Indirect Costs at UT Austin federally negotiated indirect cost rate of 58.5% (or 26% for approved off-campus rate) for research is appropriate for this project** | **$** |
| **Total Project Costs** | **$** |