**Sample Travel Budget Justification**

**Year 1**

**Travel (Domestic): $709-VASG; $0-Match**

Funds are requested to cover travel in the amount of $709 to attend the Virginia Sea Grant Symposium October 13–15, 2026, held in Virginia Beach, VA. The total cost to attend the event was determined as follows: Conference Registration Fee = $200.00; Lodging = $228.00 (2 nights @ $99.00/night + est. 15% taxes/fees); Hotel Parking = $40.00 (2 nights @ $20/night); Per Diem = $185.00 ($74.00 x 1 full day + $55.50 x 2 travel days); Mileage = $56.00 (80 miles r/t @ $0.70/mile IRS mileage rate).

|  |  |
| --- | --- |
| **Description** | **Amount** |
| Conference Registration Fee | $200.00 |
| Lodging (2 nights @ $99/night + est.15% taxes/fees) | $228.00 |
| Hotel Parking (2 nights @ $20/night) | $40.00 |
| Per Diem ($74 x 1 + $55.50 x 2) | $185.00 |
| Mileage (80 miles r/t @ $.70/mile) | $56.00 |
| **Total** | **709.00** |

**Year 2**

**Travel (Domestic): $91-VASG; $0-Match**

Funds are requested to cover travel in the amount of $91 to attend two VASG Professional Development sessions held in Gloucester Point, VA. The total cost to attend the event was determined as follows: Mileage = $91.00 (65 miles r/t x 2 trips x $0.70 IRS mileage rate).

|  |  |
| --- | --- |
| **Description** | **Amount** |
| Mileage (65 miles r/t @ $.70/mile x 2 trips) | $91.00 |
| **Total** | **$91.00** |