

## Budget Expense Sheet

Each individual trip/event requires a separate budget expense sheet.

**Student Name:** \_\_\_\_\_

**Destination:** \_\_\_\_\_ **Travel Dates:** \_\_\_\_\_

----- Complete Upon Return -----

Category (All may not apply)	Estimated Expenses	Amount Requesting in Advance	Expenses Incurred by Student	Balance
Transportation				
<i>Airfare</i>	\$	\$	\$	\$
<i>Car rental</i>	\$	\$	\$	\$
<i>Car rental - Fuel</i>	\$	\$	\$	\$
<i>Uber/taxi</i>	\$	\$	\$	\$
<i>Bus/train</i>	\$	\$	\$	\$
<i>Personal Auto Mileage</i> (\$0.54 x ___ miles)	\$	\$	\$	\$
Meals				
<i>In-state</i> (Receipts required)	\$	\$	\$	\$
<i>Out-of-state</i> (\$_____ x _____ days)	\$	\$	\$	\$
Hotel/Lodging	\$	\$	\$	\$
Activities				
<i>Museum tickets</i>	\$	\$	\$	\$
<i>Conference tickets</i>	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

I understand that this fellowship is being granted in good faith with the understanding that I will provide the LBJ Fellowship Specialist with all receipts, (photos – if Bollinger award), and a donor thank you letter within two weeks of incurring the expenses awarded in this application. Furthermore, I understand and agree that my failure to do so may result in a non-financial administrative bar on my student record and this bar may not be lifted until I provide the documents or return the award monies.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_