

Misericordia University
Student Research Grants Program
Budget Spreadsheet
EXAMPLE

Your Name:
 Dept.

ITEM	ITEM CALCULATION	Grant Amount	Other Source (if any)
Supplies & Materials	Copies 100 black @ .055= \$5.50 and 10 color @ .15 = \$1.50 Printer Paper 1 box @ \$25.00 Postage - .60 @ 100 surveys (*if you are using MU post office, please contact J. Delmar for details)	7.00 25.00 60.00	
Travel	Poster printing (If you are using MU services, please contact J. Delmar for details) To research sites 20 miles x 5 trips x .55 per mile (For mileage reimbursement please attach a MAPQUEST printout) Tolls 1.00 each way x 5 trips Parking at 1.00 x 5 days Plane ticket to conf.-(name of conf.)(PA to ?) 1 ticket x 185.00 1 hotel room x 4 nights x \$100 per night	65.00 55.00 10.00 5.00 185.00 400.00	
Equipment	Food per diem- \$44 a day- \$7 - Breakfast/\$12 - Lunch/\$25 Dinner X3 days	132.00	
Other	(if asking for odd amount of meals please breakdown - ex. 2 breakfasts/ 3 lunches 2 dinners=\$100) <i>*Please attach copy of conference agenda if you are asking for food reimbursement</i> <i>(Please be aware if the conference offers any meals, or the Hotel has free breakfast, you cannot ask for reimbursement for those items)</i> conference registration for (name of conf.)	50.00	
		994.00	