

BUDGET FORM—JUNIOR SCHOLARS

When preparing a budget for your stay, please use the following guidelines:

1. Airfare: the cost of a round-trip economy fare reservation

2. Lodging: per night maximum (5–6 nights, \$36; 7–21 nights, \$34; 22+ nights, \$33)

Stays of up to 29 nights are subject to 12% sales and innkeeper’s tax. Stays of 30 nights and over are not subject to tax.

Reservations for lodging will generally be on-campus housing at Evermann Apartments. Available funding may depend on the length of stay.

3. Per Diem: \$69

First and last day of travel is calculated at 75% of the daily per diem allowance

4. Transportation: \$122 round-trip maximum

Transportation to/from airport: a round-trip limousine reservation is \$122. For either a taxi or Uber, we can reimburse up to \$72.00 one-way. Reimbursable transportation costs may also include:

- Airport parking
- Driving to Bloomington:
 - \$.545 per mile for the first 500 miles
 - \$.2725 per mile for 501–3000 miles
 - mileage reimbursement is capped at 3000 miles
- Rental car:
 - car rental at the airport for transportation to/from Bloomington
 - car rental to drive from home location to Bloomington

5. Approximate Budget

Airfare	
Lodging	
Per diem	
Transportation	
Airport parking	
Other	
Total Funding Request	

Check box if you will accept a reduction in the funding amount requested

6. If you have full or partial funding for your visit, please enter:

Amount

Source of funding

When funding will be available

Amount needed in addition to this funding