

## BUDGET FORM—SENIOR AND JUNIOR SCHOLARS/PRACTITIONERS

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:** \$149 per night maximum

- Reservations for hotel lodging are generally made at the Indiana Memorial Union Biddle Hotel, Grant Street Inn, or Hyatt Place Bloomington depending on availability.
- A reservation for on-campus housing is available, but the visit must be for at least 30 days. This is graduate-type housing. It is first come, first served for all IU departments combined as there are very few apartments available.
- For reservations for any time frame, check airbnb.com.

**3. Per Diem:** \$64

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

**4. Transportation:** \$180 round-trip maximum

Transportation to/from airport: a round-trip limousine reservation is \$145.00. For either a taxi or Uber, we can reimburse up to \$90.00 one-way. Reimbursable transportation costs may also include:

- Airport parking
- Driving to Bloomington:
  - \$.585 per mile for the first 500 miles
  - \$.2925 per mile for 501–3000 miles
  - mileage reimbursement is capped at 3000 miles
  - fuel is not covered, only mileage
- 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                        |                |
| <b>Total Funding Request</b> | <b>\$ 0.00</b> |

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