**Agency Name:**

**Travel & Subsistence Budget Category Summary / Additional Information:**

***TRAVEL & SUBSISTENCE BUDGET CATEGORY***

**Local Mileage**

Number of miles:       Mileage Rate: $

TOTAL Local Mileage: $      (DV = $      SA = $     )

Does Local Mileage support attendance at conferences/trainings?  NO  YES

**If YES**, list conferences/trainings and describe:

Are ALL or PART of Local Mileage costs used as **MATCH**?  NO  YES

**If YES**, describe:

Description and justification for local mileage:

**Non-Local Mileage**

Number of miles:       Mileage Rate: $

TOTAL Non-Local Mileage: $      (DV = $      SA = $     )

Does Non-Local Mileage support attendance at conferences/trainings?  NO  YES

**If YES**, list conferences/trainings and describe:

Are ALL or PART of Non-Local Mileage costs used as **MATCH**?  NO  YES

**If YES**, describe:

Description and justification for non-local mileage:

**Agency Name:**

**Travel & Subsistence Budget Category Summary / Additional Information:**

***TRAVEL & SUBSISTENCE BUDGET CATEGORY***

**Subsistence (lodging + meals)**

**Lodging** Number of nights:       Lodging Rate: $      TOTAL: $

**Meals** Number of days:       Per Diem Rate: $      TOTAL: $

**TOTAL Subsistence**: $ (DV = $      SA = $     )

Does Subsistence support attendance at conferences/trainings?  NO  YES

**If YES**, list conferences/trainings and describe:

Are ALL or PART of Subsistence costs used as **MATCH**?  NO  YES

**If YES**, describe:

Description and justification for subsistence costs:

**Air or Other Fares**

Number of trips requiring airfare:       Airfare Rate(s): $

TOTAL Airfare Costs: $

Description and justification for airfare costs:

Description and justification for other fares or travel/subsistence costs:

**TOTAL COST** for Air + Other Fares: $ (DV = $      SA = $     )

Do Air or Other Fares costs support attendance at conferences/trainings?  NO  YES

**If YES**, list conferences/trainings and describe:

Are ALL or PART of Air or Other Fares costs used as **MATCH**?  NO  YES

**If YES**, describe: