

Budget and Budget Justification

Your budget should include the total anticipated costs for each budget item. The justification of cost for each item should clearly explain how you determined the amount; for example, the justification of mileage charges should include the number of trips, where they are to and from, the distance of each, and the cost/mile.

All costs to be reimbursed to the applicant (including mileage) must be in compliance with current [UNC Travel Procedures](#). Please see item 9 of PAT proposal guidelines.

Budget Item	Requested Provost Funds	Funding from Other Sources	Justification of Cost (specify how estimated costs were determined)
Registration	\$ _____	\$ _____	▶
Mileage	\$ _____	\$ _____	▶
Airfare or other long distance public transportation	\$ _____	\$ _____	▶
Meals	\$ _____	\$ _____	▶
Lodging	\$ _____	\$ _____	▶
Rental Car	\$ _____	\$ _____	▶
Local Transportation (Taxi / Bus / Train)	\$ _____	\$ _____	▶
Parking	\$ _____	\$ _____	▶
Tips	\$ _____	\$ _____	▶
Other (e.g., poster printing)	\$ _____	\$ _____	▶
TOTAL COST	_____	_____	The sum of columns 1 and 2 should equal the 'Anticipated total cost of trip' on the cover page; the amount in column 1 should equal the 'Provost funding requested for this trip' on the cover page.