

### Provost Award for Travel (PAT) Application - Budget and Budget Justification Form

Your budget should include the total 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 comply with current UNC Travel Procedures. Please see item 6 of PAT Application Guidelines.

Budget Item	Cost	Justification of Cost - Specify how estimated costs were determined. (This field is required. If you do not have each category of costs, enter N/A as the justification for those categories.)
Registration		
Mileage		
Airfare or other long distance public transportation		
Per Diem		
Lodging		
Rental Car		
Local Transportation (Taxi/Bus/Train)		
Parking		
Baggage Fees		
Other		
Total Cost		The Total Cost will automatically calculate.
Funds from department or other non-PAT funds		
PAT Funding Requested		This will automatically calculate as the difference between the Total Cost of Travel and the other funding you are receiving.