

INSTRUCTIONAL TRAVEL BUDGET WORKSHEET

FY 200__-20__

Cost Center Number: _____ Cost Center Name: _____

	Name	Reference	Air 4035	Mileage 4045	Registration 4040	Hotel 4055	Meals 4055	Other 4055
1								
2								
3								
4								
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22								
23								
24								
25								
TOTAL								
							Sub-total 4055	

EXAMPLE:

	Name	Reference	Air 4010	Mileage 4020	Registration 4040	Hotel 4030	Meals 4030	Other 4030
1	J. Alaniz	NACUBO	\$ 375.00	\$	\$ 500.00	\$ 400.00	\$ 125.00	\$ 50.00
2	J. Alaniz	CB-Austin		148.00		80.00	36.00	
TOTAL			\$ 375.00	\$ 148.00	\$ 500.00	\$ 480.00	\$ 161.00	\$ 50.00
							Sub-total 4055	\$ 691.00