

Category	Total Cost	Amount Requested	Dates	Comments
Flight				Actual cost - can estimate for request
Lodging				Actual cost - can estimate for request
Mileage, transit, parking				USU rate is .59 cents/mile
Food (per diem)				USU rate is \$57/day
Registration				
Other - please explain				
TOTAL	\$ -	\$ -		set to automatically calculate