

2010–2011 DHP Grant Project Budget Category & Narrative Form - Code 46

Institution Name:	
Project Title:	

Travel Expenses: Code 46

Table:

Position of Traveler	Purpose	Calculation of Cost	Expenditure (Travel)
Total Expenditure (transfer sum to FS-20, Budget Summary Form)			\$

Narrative:

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Instructions

Table

Identify the position of the person traveling, purpose of travel, itemized travel expenses, and total expenditure. Use only whole dollar amounts.

Narrative

Explain how the proposed travel directly relates to project activities and outcomes as outlined in the application.

Eligible Expenditures

Although most applicants request funds for the Project Director's to travel to Albany for the DHP grant recipients' meeting in the fall, applicants may opt to absorb this cost as part of their contributed match.

Travel to State Archives' workshops and to other educational opportunities directly related to the project, such as computer training or conferences

Airfare, if it can be clearly demonstrated that it is the most cost-efficient method of travel available

Staff, traveling in excess of their regular commute for project-related activities, may receive a mileage reimbursement at the current federal per-mile-rate.

Ineligible Expenditures

Expenses associated with conferences and other events such as computer training that do not directly relate to the project.