

DHP Grant Project Budget Worksheet – Code 46

Institution Name:	
Project Title:	

Travel Expenses: Code 46

Table (transfer data in this table to NYSED Proposed Budget Form FS-10):

Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditure
Total Expenditure			\$

Narrative:

DHP Grant Project Budget Instructions – Code 46

Travel Expenses: Code 46

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, and why these activities cannot be accomplished through web, video or telephone conferencing or other modes of electronic communication.

Eligible Expenditures

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 (56.5 cents per mile).

Ineligible Expenditures

DHP does not fund expenses associated with activities un-related to the project.

DHP does not fund per diem expenditures.