

SCHOLARS TRAVEL FUND BUDGET WORKSHEET

This worksheet is provided to assist in your trip budgeting. When preparing a travel Pre-Approval in Chrome River, you are first asked to enter fund allocations and then build your trip budget. This worksheet reverses the sequence. You will build the budget first, then figure the fund allocations.

The budget table below is based on the budget entry screen in Chrome River. The table calculates totals based on inputs. Please note: this table asks how many of each individual meal will be budgeted, while the Chrome River Meals - Per Diem Wizard begins with a full-day per diem and asks which meals you will deduct from the budget. Meal per diem rates are provided at the bottom of this worksheet.

EXPENSE	QUANTITY	UNIT COST	TOTAL	DESCRIPTION (optional)
Airfare				
Ground Transport (and Parking)				
Mileage				
Hotel (nights)				
Meals - Breakfast				
Meals - Lunch				
Meals - Dinner				
Registration				
Other:				
Other:				
TOTAL				

To complete the Pre-Approval in Chrome River, you must allocate your planned trip expenses to Banner fund accounts. Our office will **not** approve a Pre-Approval form with expenses allocated to the CAS STF fund until we have issued your STF Award Letter. Therefore, we recommend submitting your Pre-Approval form **after** you receive your STF Award Letter.

To allocate trip expenses to the CAS STF Fund, use fund number **120653**. You do not need to enter an account number on the allocation screen, but you may enter account number 223000 (General Travel Budget Pool). Remember the amount allocated to the CAS STF Fund may not exceed the amount in your STF Award Letter (max is \$750).

The table below draws on the total above to help you figure your fund allocations. For each fund --including the CAS STF Fund-- enter the fund name, 6-digit fund number, and amount allocated to that fund. The table has space for up to 4 funds. When the "remaining to allocate" amount reaches \$0, the total allocated should match the total in the budget table above. You can enter the amounts allocated into your Pre-Approval.

FUND NAME	FUND NUMBER	AMOUNT ALLOCATED	PERCENT ALLOCATED
<i>Remaining to allocate</i>			
TOTAL ALLOCATED			

HELPFUL INFO:

Mileage rate is \$0.67/mile as of January 1, 2024.

Table below shows state-approved per diem rates as of July 1, 2023:

EXPENSE	IN-STATE	OUT-OF-STATE
Breakfast	\$10.10	\$10.10
Lunch	\$13.30	\$13.30
Dinner	\$23.10	\$26.30
Hotel	\$89.10	\$105.20

You must use state per diem rates for meals. For lodging, you may exceed state-approved hotel rates by inputting actual (estimated) hotel rate or by budgeting the federal lodging rate for the locality as provided by the General Services Administration.

[GSA rates page](#)

[Accounts Payable Chrome River Guide & UNCG Travel Manual](#)