

**Jane Doe
Grant Application
Proposed Budget**

Type of Expense	Rate	Amount	Total
Travel (mileage)	\$163.00 per visit ¹	1 visit	\$163.00
Lodging	\$72 per night ²	3 nights	\$216.00
Meals and incidental expenses	\$39 per day ³	4 days	\$156.00
Photocopying	\$.20 per page	125 pages	\$25.00
Microfilm printouts	\$.75 per page	50 pages	\$37.50
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		TOTAL	\$597.50

¹ The round-trip distance from my home to the archives is 336 miles. This mileage calculation follows the per diem rate for car travel set by the U.S. General Services Administration (48.5 cents per mile):

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=9646&noc=T.

² Rate for lodging taken from U.S. General Services Administration website at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2007&contentType=GSA_BASIC&contentId=17943&queryState=Missouri&noc=T.

³ Rate for meals and incidentals (such as parking in the visitor's parking lot) taken from GSA website at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2007&contentType=GSA_BASIC&contentId=17943&queryState=Missouri&noc=T.