

SUGGESTED GLOBAL FACULTY FUND TRAVEL BUDGET GUIDELINES

If your Global Faculty Fund application includes travel, we encourage you to use the guidelines below, when applicable, to create your budget. Please submit your proposed budget in US dollars. For more information about travel expenses, please read the [Global Programs Travel Policy](#).

Expense Category- Guidelines for your budget

International and/or domestic air, train, or bus travel

Your budget should be the approximate cost of an economy class non-refundable fare ticket for your proposed travel dates.

Accommodation

Your budget should estimate the cost of your accommodation during your travel. If on-site lodging is available through the university, this should be utilized instead of a hotel.

For travel to New York, you will be asked to make your travel dates contingent upon the availability of an apartment managed by Global Programs. Therefore, you do not need to include accommodation costs in your New York travel budget.

For all other locations, hotel rates will vary, but the nightly rate should not exceed \$250.

Ground transfers

Your budget should estimate the cost of all applicable ground transfers during your travel i.e. taxis, shuttle, etc. to and from airports and/or other transit stations. Car service can be used if the cost is comparable to a taxi.

Local transportation

Your budget should include your estimate of local transportation costs at your travel destination. When available and reasonable, please rely on public transportation.

Per diem

Your budget should include a daily per diem to cover your food expenses and other incidentals while traveling. If you are traveling within the US, you should use the [US government per diem rates](#), up to a maximum of \$75 per day.

If you are traveling outside the US, your per diem should be \$75 a day for each full day of business travel. For travel days (first and last day of business travel), your per diem should be \$55 a day.

This is only applicable when traveling away from one's place of employment for more than 1 day and by law where allowed.