



## Estimated Conference Costs Form

Out of State and In-State Travel

Employee Name: \_\_\_\_\_ Department Name: \_\_\_\_\_

Dates of Travel: Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

	Qty.	Daily Amount (With Taxes)	Total	Notes/Description
<b>Registration</b>				
<b>Hotel</b>				
<b>Airfare (Roundtrip)</b>				
<b>Meals</b>				
<b>Ground Transportation</b>				
<b>Miscellaneous</b>				
<b>Total Estimated Cost:</b>				
<b>Funding Source (org/object code):</b>			Org: _____	Object: _____

**Direct Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Department Director signature required for all overnight/out-of-state travel:*

**Department Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Example of how to fill out the Estimated Conference Costs Form

	Qty.	Daily Amount (With Taxes)	Total	Notes/Description
<b>Registration</b>			\$325	Tyler Connect Conference - Boston
<b>Hotel</b>	3	\$117	\$351	Including estimated taxes
<b>Airfare (Roundtrip)</b>			\$173	
<b>Meals</b>	4	\$50	\$200	2 days of breakfast and lunch are included in conference fee
<b>Ground Transportation</b>			\$126	Airport parking, mileage, shuttle/taxi from airport and to/from hotel
<b>Miscellaneous</b>	2	\$25	\$50	Baggage fee round trip
<b>Total Estimated Cost:</b>			\$1,225	
<b>Funding Source (org/object code):</b>			Org: 10117200	Object: 816500

Please include the signed form as back up with your **hotel** receipt.