c. Travel

INSTRUCTIONS - PLEASE READ!!!

1. Identify Foreign and Domestic Travel as separate items. Examples of Purpose of Travel are subrecipient site visits, DOE meetings, project mgmt. meetings, etc. Examples of Basis for Estimating Costs are past trips, travel quotes, GSA rates, etc.

2. All listed travel must be necessary for performance of the Statement of Project Objectives.

3. Federal travel regulations are contained within the applicable cost principles for all entity types. Travel costs should remain consistent with travel costs incurred by an organization during normal business operations as a result of the organizations written travel policy. In absence of a written travel policy, organizations must follow the regulations prescribed by the General Services Administration.

4. Each budget period is rounded to the nearest dollar.

SOPO Task #	Purpose of Travel	Depart From	Destination	No. of Days	No. of Travelers	Lodging per Traveler	Flight per Traveler	Vehicle per Traveler	Per Diem Per Traveler	Cost per Trip	Basis for Estimating Costs
	Domestic Travel	**Budget Period 1**									
1	**EXAMPLE!!!** Visit to PV manufacturer			2	2	$250	$500	$100	$160	$2,020	Current GSA rates
										$0	
										$0	
										$0	
										$0	
	International Travel										
										$0	
	Budget Period 1 Total									**$0**	
	Domestic Travel	**Budget Period 2**									
										$0	
										$0	
										$0	
										$0	
	International Travel										
										$0	
	Budget Period 2 Total									**$0**	
	Domestic Travel	**Budget Period 3**									
6	SEPA Utility Conference	Richmond VA	Phoenix AZ	3	2	$229	$600	$50	$225	$2,208	
6	NRECA TechAdvantage	Richmond VA	Atlanta GA	3	2	$249	$400	$50	$225	$1,848	
										$0	
										$0	
	International Travel										
										$0	
	Budget Period 3 Total									**$4,056**	
	Domestic Travel	**Budget Period 4**									
6	RE+ Conference	Richmond VA	Anaheim CA	3	2	$279	$600	$50	$225	$2,308	
										$0	
										$0	
										$0	
	International Travel										
										$0	
	Budget Period 4 Total									**$2,308**	
	Domestic Travel	**Budget Period 5**									
6	Distributech	Richmond VA	San Diego CA	3	2	$279	$600	$50	$225	$2,308	
6	NRECA TechAdvantage	Richmond VA	Nashville TN	3	2	$259	$400	$50	$225	$1,868	
										$0	
										$0	
	International Travel										
										$0	
	Budget Period 5 Total									**$4,176**	
	PROJECT TOTAL									**$10,540**	

Additional Explanation (as needed):