

IT Pre Travel Cost Projection			
Trip Name			
<i>Reason for Trip</i>			
<i>Attach Agenda/Itinerary</i>			
Traveler Name			
	Start		End
Dates of Travel			

Travel Budget	Rate	# Days/#	Total
Registration/Conference Fees			\$ -
Hotel (Max \$275)			\$ -
Airfare (Concour)			\$ -
Car Rental - Enterprise BTA			\$ -
Gas - Rental Car			\$ -
Meals-Per Diem. based on destination			\$ -
Incidentals			\$ -
Mileage Private Car	\$ 0.625		\$ -
Parking			\$ -
Tolls			\$ -
Bus/Rail/Shuttle/Taxis			\$ -
Other			\$ -

Grand Total Estimate of Trip	\$ -
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	Name		Date
Traveler			
Lead			
Supervisor			
Director			
VPIT	Monique Sendze		