

## BUDGET FORM FOR CAPP FIELD TRIP/TRAVEL

GEAR UP

Upward Bound

Approved: \_\_\_\_\_

Total Cost:

Name of Activity:

Date(s) of Activity:

Purpose of Activity:

Estimated Number of Students:

Estimated Number of Staff:

Staff Names:

Proposed Schedule of Events:

### FOOD

Source	No. of Meals	Cost/Participant
Grocery		
Dining Out		
Catered Event		
On-Campus Meal		
Food Stipend		
Other		

### ACTIVITY/ADMISSION FEES

(List specific prices and dates. If reservations are required, attach appropriate information for Lisa.)

### TRANSPORTATION

	ASU Bus	Mileage:
	ASU Van	Mileage:
	UB Vans	Mileage:
	GU Car	Mileage:

<b>TRANSPORTATION CONTINUED</b>			
	ASU Car	Mileage:	
	Personal Car	Mileage:	
	ACMS Bus/Ashe County provides transportation		
	Rental Car	Cost:	Mileage:
	Airline	Dates:	Preferred Travel Times:
<b>HOUSING</b>			
	Retreat Center	Cost:	
	Hotel	Cost:	
	Campus Housing	Cost:	
	Camping	Cost:	
	Other:	Cost:	
<b>OTHER COSTS</b>			
	Stipend	No. of Students:	Amount Each:
	Equipment Needed: (digital/video camera, 35mm camera, slide projector, etc.)		
	Space Needed	Smart Classroom	No. Seats:
		Other:	No. Seats:
	Consultants or Outside Contractors	Name:	Fee:
		Name:	Fee:
		Name:	Fee:
		Name:	Fee:
		Name:	Fee: