

Expense	Amount	Details
Airfare	\$ 345.00	total \$545 (see notes)
Ground Transportation to/from airport	\$ 30.00	Lyft
Local Transportation	\$ 24.00	Subway for 3 days
Food (per diem)	\$ 90.00	3 days
Baggage fees	\$ 35.00	
Conference registration fee	\$ 50.00	
Membership fee	\$ 60.00	MLA
<b>TOTAL AMOUNT REQUESTED:</b>	<b>\$ 634.00</b>	

**List of additional funding awarded or applied for in relation to this travel request:**

Award	Amount	Awarded?
Department research award	\$ 200.00	Yes
Wagoner Fellowship	\$ 1,000.00	No
XYZ travel award	\$ 500.00	Unknown

**Notes:**

\$200 from department will go toward \$545 airfare