|  |  |  |
| --- | --- | --- |
| Expense type | Amount | Notes |
|  |  |  |
| TRAVEL |  |  |
|  |  |  |
| Airfare |  | Please connect with the department administrator about booking airfare |
| Ground transportation |  |  |
| Mileage |  | [Student Driver Policy](http://www.dartmouth.edu/~fom/services/parking/driver-safety/studentpolicy.html) |
| Parking and tolls |  |  |
| Lodging |  |  |
|  |  |  |
| MEALS |  |  |
|  |  |  |
| Per diem (no receipts) |  | Use these links to estimate daily per diem: [U.S.](https://www.gsa.gov/portal/content/104877) or [Foreign](https://www.state.gov/) |
| Meals in Hanover |  |  |
| Travel meals |  |  |
|  |  |  |
| SUPPLIES |  |  |
|  |  |  |
| Research and field supplies |  |  |
| Books |  |  |
| Medical supplies |  |  |
| Transcriptions |  |  |
| Photocopies |  |  |
| Visa/Research fees |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |