

**OFFICE OF RESEARCH, GRANTS & CONTRACTS**

All research project sponsors and auditors are increasing reviews of proposed travel costs to ensure costs are within established NKU/GSA amounts (plus allowable taxes/fees). Therefore, the travel data listed below include example destinations to utilize with proposals in which a travel destination has not yet been confirmed. The examples shown include a 3, 4 or 5 day trip per location.

**\*Based on FY 2025 NKU Rates: FOR PLANNING PURPOSES ONLY**

Domestic Travel with Example Destinations							
Days of Travel	Destination	Transportation	Lodging		Per Diem		Total Per Person
			Nightly	Total	Daily	Total	
3	Washington, DC	\$326	\$322	\$644	\$60	\$180	\$1,150
4	Washington, DC	\$364	\$322	\$966	\$60	\$240	\$1,570
5	Washington, DC	\$372	\$322	\$1,288	\$60	\$300	\$1,960
3	San Francisco, CA	\$944	\$338	\$676	\$60	\$180	\$1,800
4	San Francisco, CA	\$976	\$338	\$1,014	\$60	\$240	\$2,230
5	San Francisco, CA	\$1,008	\$338	\$1,352	\$60	\$300	\$2,660
3	Chicago, IL	\$430	\$270	\$540	\$60	\$180	\$1,150
4	Chicago, IL	\$440	\$270	\$810	\$60	\$240	\$1,490
5	Chicago, IL	\$450	\$270	\$1,080	\$60	\$300	\$1,830

Foreign Travel with Example Destinations							
Days of Travel	Destination	Transportation	Lodging		Per Diem		Total Per Person
			Nightly	Total	Daily	Total	
3	Madrid, Spain	\$1,022	\$294	\$588	\$60	\$180	\$1,790
4	Madrid, Spain	\$1,068	\$294	\$882	\$60	\$240	\$2,190
5	Madrid, Spain	\$1,084	\$294	\$1,176	\$60	\$300	\$2,560
3	Singapore	\$2,030	\$360	\$720	\$60	\$180	\$2,930
4	Singapore	\$2,040	\$360	\$1,080	\$60	\$240	\$3,360
5	Singapore	\$2,040	\$360	\$1,440	\$60	\$300	\$3,780

\***Transportation:** Includes economy airfare + average taxi/shuttle/parking costs

\*\***Lodging:** Includes published GSA base rate + an approximate 25% increase for taxes, resort fees, etc.

\*\*\***Per Diem:** Includes published NKU rates only

**Other:** Conference Registration Fees should be included under "Other Direct Costs" unless specifically requested by the sponsor/solicitation to be included in the Travel category