

**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 2024 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	\$324	\$322	\$644	\$44	\$132	\$1,100
4	Washington, DC	\$358	\$322	\$966	\$44	\$176	\$1,500
5	Washington, DC	\$367	\$322	\$1,288	\$44	\$220	\$1,875
3	San Francisco, CA	\$937	\$338	\$676	\$44	\$132	\$1,745
4	San Francisco, CA	\$970	\$338	\$1,014	\$44	\$176	\$2,160
5	San Francisco, CA	\$1,003	\$338	\$1,352	\$44	\$220	\$2,575
3	Chicago, IL	\$428	\$270	\$540	\$44	\$132	\$1,100
4	Chicago, IL	\$434	\$270	\$810	\$44	\$176	\$1,420
5	Chicago, IL	\$425	\$270	\$1,080	\$44	\$220	\$1,725

Foreign Travel with Example Destinations							
Days of Travel	Destination	Transportation	Lodging		Per Diem		Total Per Person
			Nightly	Total	Daily	Total	
3	Madrid, Spain	\$1,020	\$294	\$588	\$44	\$132	\$1,740
4	Madrid, Spain	\$1,062	\$294	\$882	\$44	\$176	\$2,120
5	Madrid, Spain	\$1,084	\$294	\$1,176	\$44	\$220	\$2,480
3	Singapore	\$2,028	\$360	\$720	\$44	\$132	\$2,880
4	Singapore	\$2,034	\$360	\$1,080	\$44	\$176	\$3,290
5	Singapore	\$2,040	\$360	\$1,440	\$44	\$220	\$3,700

\***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