

GUIDANCE MEMO NO. 05-23 revised



Research, Grants and Contracts

DATE: February 20, 2023 (revised)

TO: Research Faculty & Staff

SUBJECT: Travel Costs in Proposals *CH*

Purpose: This guidance provides information to research faculty and staff to use in providing a justification for any requested travel costs included in a research proposal.

Action Requested: Please provide a breakdown of transportation, lodging and related per diem estimates for each anticipated trip included in a proposal. Faculty are encouraged to use an example destination when actual travel destinations may not yet be known at the time of proposal development (i.e., conferences, workshops, PI meetings, etc.). It is acceptable to indicate the number of trips planned per year and to use one singular 'example destination' to justify the planned costs for transportation, lodging and per diem. This provides reviewers with needed information to show how the requested costs were calculated within the proposal and does not require multiple destinations/costs to be listed.

Example: Here is an example of the budget justification language to use (GSA rates shown may be from a previous year):

- **Travel**
 - *Domestic:* Travel is requested for the PI and/or team members to attend conferences in the United States related to the project to disseminate research findings. The cost for a typical conference in the U.S. (for example, a 3-day conference in Chicago, IL) is approximately \$1,104/person: airfare (\$422), lodging (\$550 for 2 nights, \$275/night), and per diem (\$132 for 3 days, \$44/day). Estimate of 4 one-person trips per year, for a total of 20 trips during the project period. Total domestic travel is **\$22,080** (\$1,104/trip x 4 trips x 5 years) for the total project.

When completing the actual justification, please use current [NKU rates](#) and/or the [Example Destinations Chart](#) provided by the RGC in the online PI Toolkit for reference. (**NOTE:** *Unless specifically requested by the Sponsor, conference registration costs should not be included within 'Travel' costs, but should be included as an "Other Direct Cost" in the budget*).

In addition, costs included within the "travel" budget line item of a proposal should be planned travel costs for NKU employees only (not participants, consultants, or other external persons). Costs associated with travel for other non-NKU employees will be placed in a different budget line (speak with the assigned Grants Administrator for your proposal).

Related Documents:

- [Example Destinations Chart](#)