

**ASA Student Travel Budget** (example)

Item	Estimate	Cost attribution
Airfares	\$4500	\$2500 home institution, \$1000 supervisor, \$1000 Centre of Excellence
Accommodation	\$2150	\$1500 home institution, \$500 ASA, \$150 self-funded
Ground travel (train, bus, taxi etc)	\$500	\$500 Centre of Excellence
Conference/Meeting Registration	€500 (\$825)	€500 – conference registration waiver
Visa (if needed)	-	Not required
Meals	\$1000	\$1000 ASA
Currency conversion fees	\$30	\$30 self-funded
Other	-	none
Total	\$9005	\$4000 home institution, \$1000 supervisor, \$1500 Centre of Excellence, \$1500 ASA, \$ 825 Conf reg waiver, \$180 self-funded

**Justification of Costs**

Airfares and accommodation costs are based on attached quotes.

Ground travel fares for trains (\$300) and buses (\$100) are estimates from web booking sites (attached). Taxi fares are estimated to be no more than \$100. Total \$500.

Meals for breakfast, lunch and dinner are based on a per day allowance of \$100 per day for 10 days. Total \$1000.

Currency conversion is an estimate of costs for converting from and back to AUD for cash and is not expected to exceed \$30.

The conference registration fee has been waived by the conference organisers (see attached email). The conversion rate for the calculation was \$1 AUD = €0.61 (the rate for “date”).

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**Notes on completing a budget like the above**

The home institution and Centre of Excellence should be replaced with the appropriate titles (e.g. OzGrav, University of NSW).

Where possible quotes in AUD should be provided. Where not possible the value should be converted into AUD and shown as well and in the justification of costs the exchange rate used should be shown.

For meals, ask your home institution for a daily rate allowance that would apply and multiply by the number of days. Include a copy of the calculation for this.

Other costs would be specific to the trip that are not covered under the headings above and should be listed in the justification of costs.