# Undergraduate Research and Scholarly Activity (URSA) Sample Budget

In calculating budget amounts for food and mileage reimbursement, applicants should use the most recent MinnState reimbursement rates available on the SMSU Business Services webpage. Although URSA awards are limited to $1,000, students are encouraged to include all anticipated expenses on the application. In the event that some expenses are not allowable, URSA expenses will help ensure that the committee has the opportunity to award the highest amount possible to the applicant.

## **Budget Information**

| **Expense Type** | **Justification** | **Expense Amount** |
| --- | --- | --- |
| Meals | Breakfast- amount x3  Lunch- amount X4  Dinner- amount X4 | $50.00 |
| Lodging/Accommodation | 3 Nights hotel @ $/night | $150.00 |
| Rental | 3 day rental @ $/day | $150.00 |
| Parking | 3 nights hotel @ $/day  3 days conference @ $/day  3 days airport @ $/day | $50.00 |
| Airfare | R/T MSP to Conference Location | $300.00 |
| Conference Registration | Early Bird Registration by date  Regular Registration | $300.00 |
| Others | List Incidentals | $0.00 |
| **Total** | Amount may exceed $1,000 however, the maximum grant is $1,000. | **$1,000.00** |