

Sample Budget for Humanities Research Award

For each year of the award, indicate the expenses to be covered by the HRA:

Year 1: 9/1/2015 - 8/31/2016

1. Personnel:

[Research assistance funded by this award is limited to \$1000 per year.]

Position/Purpose	Rate	Cost
1 Assistance for interview transcription	10 hrs/wk for 8 wks @ \$12/hr	\$960
Subtotal for Personnel		\$960

2. Travel:

[Each trip should be listed separately. Please note that costs listed here are for illustration purposes only; they are **not** intended as a guide to what your amounts should be. Discuss travel specifics with the administrative support person who arranges and reimburses travel for your department. Access <http://www.utexas.edu/travel/> for current information about service fee rates, baggage rates, information about booking with UT's contracted travel agencies, and other important travel information.]

Destination/Purpose	Expense Item	Rate	Cost
Chicago, IL Name of Conference, January 9-12, 2016	Flight	Austin-Chicago round trip	\$450
	Rental car	4 days @ \$35/day	\$140
	Hotel	3 nights @ \$120/night	\$360
	Per diem	3 days @ \$41/day	\$123
	Parking	3 days @ \$18/day	\$ 72
Archival Research Washington, D.C.	Flight	Austin-Washington round trip	\$500
	Hotel	7 days @ \$120/night	\$840
	Per diem	7 days @ \$41/day	\$287
Subtotal for Travel			\$2,772

3. Supplies and Materials:

Item/Purpose	Rate if applicable	Cost
Books and supplies for fieldwork		\$500
Subtotal for Supplies and Materials		\$500

4. Other Costs:

Item/Purpose	Rate if applicable	Cost
Copies from archive	\$0.25/page	\$768
Subtotal for Other Costs		\$768

Total for Year 1:

\$5000