

Travel Funding/Reimbursement: Student Form

Student Name:	
Reason for Travel:	
Date(s) of Travel:	

ITEM (i.e. mileage, per diem, registration, etc. - be specific)	DESCRIPTION	TOTAL COST
Example: mileage to/from conference	50 miles @ \$0.76/mile (include starting address and destination address) Jul-Dec 2026 Calculation formula is [MILEAGE * \$0.76]	Example cost \$38
Example: registration	Registration to present scholarly work at conference	Example Cost \$75
Example: lodging	1 night stay at EXAMPLE HOTEL @ \$125/night plus tax	Example cost \$143.75
Example: lunch and dinner 09/02/2026	Breakfast provided at hotel. No meals provided at conference. Rate based on Lexington, KY for example.	Example Lunch = \$22; Dinner = \$33 (Total = \$55) These rates are based on rates found at the per diem link below and for Lexington, KY.
	TOTAL (all expenses) =	Example total = \$311.75

List below anticipated funding sources below (i.e., departmental travel funds and/or other grants to be used toward conference attendance):	
Source	Amount

Resources

To calculate mileage with current federal mileage rate: <https://ufs.uky.edu/travel-services/travel-policies/personal-vehicle-mileage>

Per diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Contact appalachiancenter@uky.edu if you have any questions

Mileage rates typically update at the start of each calendar year.

What is per diem? Per diem is a fixed daily allowance given to employees for meals and incidental expenses while traveling on official university business. Per diem is only allowable on overnight trips. Additionally, per diem is not allotted for meals provided by the conference, hotel provided meals (i.e., breakfast), etc.

[Click here for additional guidelines about claiming per diem for travel.](#)