



## EACE 2024 Professional Development Grant Expense Breakdown Worksheet

**\*\*\*Do not include your name, organization, or any other identifying information on this worksheet.\*\*\***

<b>Application Headline: (This should match the headline on your online grant application form.)</b>		
<b>Travel Costs</b>	<b>Minimum Amount Needed to attend EACE24</b>	<b>Maximum Amount Requested to Attend EACE24 (Max given to any recipient is \$1,000)</b>
Conference Registration (\$569 for full conference.)		
Hotel (\$255 per night includes taxes/fees at the group rate.)		
Transportation Details (including, mileage, tolls, parking, airfare, shuttles etc.)		
Meals and Incidentals		
Other (please describe)		
<b>Total Amount</b>		

Review the EACE Reimbursement Policies PRIOR to completing this form.

<https://www.eace.org/reimbursement>