



EACE 2025 Professional Development Grant Expense Breakdown Worksheet

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

Application Headline: (This should match the headline on your online grant application form.)		
Travel Costs	Minimum Amount Needed to attend EACE25	Maximum Amount Requested to Attend EACE25 (Max given to any recipient is \$1,000)
Conference Registration (\$569 for full conference.)		
Hotel (approximately \$193 per night includes taxes/fees at the group rate.)		
Transportation Details (including, mileage, tolls, parking, airfare, shuttles etc.)		
Meals and Incidentals		
Other (please describe)		
Total Amount		

Review the EACE Reimbursement Policies PRIOR to completing this form.
<https://www.eace.org/reimbursement>