

**EACE 2023 Professional Development Grant   
Expense Breakdown Worksheet**

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

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| --- | --- | --- |
| **Application Headline: (This should match the headline on your online grant application form.)** |  | |
| **Travel Costs** | **Minimum Amount Needed to attend EACE23** | **Maximum Amount Requested to Attend EACE23 (Max given to any recipient is $1,000)** |
| Conference Registration ($529 for full conference.) |  |  |
| Hotel ($235 per night includes taxes/fees at the group rate.) |  |  |
| Transportation Details (including, mileage, tolls, parking, airfare, shuttles etc.) |  |  |
| Meals and Incidentals |  |  |
| Other: Please Describe |  |  |
| **Total Amount** | **$** | **$** |

Review the EACE Reimbursement Policies PRIOR to completing this form.

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